

Internship Report On “Procurement Activities at Arman Engineering Ltd.”

Mehnoor Zia

This report is submitted to the School of Business and Economics at United International University as a partial requirement for the Bachelor of Business Administration degree.



INTERNSHIP REPORT ON “Procurement Activities at Arman Engineering Ltd.”

Submitted To

Dr. Saad Hasan
Associate Professor
Department of Supply Chain Management

Submitted By

Name: Mehnoor Zia
ID: 111 183 101
Course (code): Internship (INT 4399)

School of Business and Economics

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Letter of transmittal

Date: 28th February

Dr. Saad Hassan

Associate Professor

School of Business and Economics

United International University

Subject: Submission of Internship Report on " Procurement Activities at Arman Engineering Ltd "

Dear Sir,

It is with great pleasure that I offer the internship report titled "Procurement Activities at Arman Engineering Ltd." which was assigned to me as a partial requirement for completing the Bachelor of Business Administration program.

It gives me great pride to work for a well-known façade & fenestration solution company in Bangladesh and have a thorough understanding of the sourcing, procurement, and monitoring procedures. I made every effort to follow your directions and include as many information and relevant issues as I could find in the report. I did my best to make this report as instructive as possible.

I'd want to thank you for all of your help and cooperation as I worked on this report. I would be happy if you could evaluate the report and provide a performance grade.

Sincerely yours.

Mehnoor Zia

ID: 111 183 101

School of Business and Economics

United International University

Declaration by the student

I, Mehnoor Zia, hereby confirm that the internship report titled "Procurement Activities at Arman Engineering Ltd." is solely based on the data and tasks I completed while working as an intern in the Supply Chain department of Arman Engineering Ltd. a reputable Bangladeshi façade & fenestration company that imports all of its products. It is one of the Bangladesh's leading façade & fenestration solutions in the area of building construction in Bangladesh.

I also confirm that the work was written only to meet academic criteria. I also declare that the report is fully unique and plagiarism-free.

Mehnoor Zia

111 183 101

Supervisor's certification

To fulfill a requirement for the Bachelor of Business Administration (BBA) degree from United International University's School of Business & Economics, it is hereby certified that Mehnoor Zia, ID No: 111 183 101, has prepared the internship report on " Procurement Activities at Arman Engineering Ltd." The report can be authorized in its existing format and quality, as requested by the university administration.

Dr. Saad Hassan

Associate Professor

School of Business and Economics

United International University

Acknowledgment

I'd want to begin by thanking Almighty Allah for giving me the energy, fortitude, and resolve to finish the internship program and submit the internship report on time in the face of several challenges. It gives me great pleasure to thank everyone who helped me write this report, whether directly or through others.

Then I'd want to thank my esteemed academic supervisor, Dr. Saad Hasan, for guiding me through the report-writing process from start to finish.

I'd want to thank everyone at Arman Engineering Ltd. for giving me the opportunity to complete the internship and helping me finish the report. I also want to thank all of my coworkers for their assistance during my internship. They were an invaluable resource throughout my internship, providing me with a wide range of expertise, mentoring my work, and guiding me through the process of completing my report.

Then I'd want to offer my profound appreciation to my supervisor, Ananda Das, Department Head of Procurement. Then I'd want to thank my coworkers Hasan Maruf Sakib and Tarun Chowdhury for providing the information I needed. They enthusiastically accepted my duties, provided me adequate time, and openly shared their professional knowledge with me. They advised me on how to collaborate effectively with everyone in the organization, how to adjust to the workplace, and how to communicate with all of my coworkers.

To United International University and everyone at Arman Engineering Ltd, I would like to express my heartfelt gratitude and appreciation for going above and beyond to assist me with my studies, complete my internship report, and provide me with the opportunity to learn so much about the procurement department of Arman Engineering Ltd. My paper should offer a comprehensive overview of Bangladesh's façade & fenestration business.

Executive Summary

The internship report "Procurement Activities at Arman Engineering Ltd" gives a comprehensive overview of the numerous duties and operations carried out inside the Arman Engineering Ltd. Procurement Department. The internship aims to shed light on the department's critical role in ensuring the efficient procurement of raw materials and supplies, which affects the organization's overall performance.

The article opens with a review of Arman Engineering Ltd. including its history, mission, and vision. It also briefly outlines the Procurement Department's significance in the context of the company.

The report's major section delves into the Procurement Department's activities and responsibilities. This entails a complete analysis of the procurement process, beginning with supplier selection and evaluation and progressing through order placement and inventory management. The study also discusses the department's challenges and opportunities, such as ensuring a consistent supply of high-quality goods while reducing prices and adhering to ethical and sustainability standards.

The research examines a wide range of procurement methods and tactics, including vendor assessment, negotiating strategies, and procurement software. Furthermore, the need of effective internal and external communication and cooperation is highlighted as crucial to the department's success.

The paper also examines the role of technology in current procurement procedures, highlighting the benefits of digitization and automation. It also covers the department's responsibility for ensuring legal and regulatory compliance.

Finally, the internship at Arman Engineering Ltd. Procurement Department provided me with valuable insight into the intricacies and challenges of procurement in a dynamic and competitive sector. The department's commitment to quality, innovation, and sustainability is laudable, and its impact on the organization's performance should not be underestimated. This internship has underlined the need of effective procurement methods, as well as the necessity for continuous development and agility in a rapidly changing corporate landscape.

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CHAPTER-1: INTRODUCTION



Chapter One

1.1. Introduction

Internship is a prerequisite for undergraduates seeking a Bachelor of Business Administration (BBA) degree. The internship is the final component of the four-year BBA degree. An internship is a program or course where students work for a business to learn about and comprehend the business environment, acquire work experience, and cultivate useful professional abilities. Additionally, they can make use of the examples and theoretical knowledge they have gained throughout their bachelor's degree path. I made the decision to finish an internship as a requirement for my undergraduate BBA degree. Students can gain real-world work experience, improve their understanding of business and discover corporate culture by participating in an internship. I started working as an intern at Arman Engineering Ltd. on November 2, 2024, in order to receive real-world experience, learn more about the workplace culture, and develop my skills. The duration of the internship program was three months. Since I'm a Supply Chain Management student, I was officially selected to work in the Procurement Department. The most important department of Arman Engineering Ltd. This operational role revolves around the entire import process, from the file to the customer's table. Securing the import of Direct Materials, such as aluminium profile, that the procurement departments have ordered, as well as ensuring the timely delivery of finish goods, are partially the responsibility of the procurement process. Raw Materials, which handle foreign raw materials, is hence an essential component of procurement. The subject of this research is Arman Engineering Ltd, which is one of the reputed façade & fenestration solution-based company in Bangladesh. The purpose of this paper was to outline the work-life balance at Arman Engineering Ltd. It provides an overview of Bangladesh's construction industry, supports management, the working environment within the framework of Arman Engineering Ltd., and import process and supply chain operations. It also contains information about the company overview, recommendations, and findings from the internship program.

1.2. Origin of the report

As part of the BBA study at the Business & Economics School of United International University (UIU), I did an internship at Arman Engineering Limited for three months and wrote this report. It was put together with the help of Dr. Saad Hossain, an Associate Professor at UIU.

During my job, I learned how to source and buy things in the real world. The purpose of this report is to give an overview of how Arman Engineering Limited buys things from outside the country, as well as how the company deals with different problems that come up during the buying process.

This report is based on both primary and secondary information gathered during the job, which ran from November 2024 to January 2025. The research in this report is fair and shows how much time and effort I put into this study.

1.3. Purpose of the study

Supply chain management is an important part of any business because it makes them more competitive and makes customers happier. It also helps them get things to customers quickly and cheaply. And buying things is a big part of the supply chain; for a supply chain to work well, buying is an important part of the supply chain; without it, the chain can't finish.

This study is based on Arman Engineering Limited's Procurement Practices, so one can learn more about how the company buys things. There are several steps for imported goods that are taken through supply chain procurement activities. As a result, the information gathered from this work should show how the whole import process really works in a global company.

I had the chance to work with experienced corporate staff at Arman Engineering Limited. They always helped me by sharing what they knew and pointing me in the direction of the best ways to learn.

The main goal of the job program is to give students experience in the real world of work. One can get a feel for the real world through a job.

1.4. Objective of the report

Objective doesn't just have one main goal; it's basically a clear report made up of several secondary goals.

Two things were in mind when this report was written:

1.4.1. Primary objective

The main purpose of this report is to give useful details about what Arman Engineering Limited does and suggests through its Procurement Department. The main goal of this study is to learn more about how to buy raw materials and goods from suppliers, including how to find them, negotiate prices, and set up a shipping system, among other things.

1.4.2. Secondary objective

Here are some of the other goals of this report:

- i. To learn about the problems the purchasing department faces when buying raw materials and goods to suggest ways to improve the purchasing process.
- ii. Find out where and how the company gets its goods.
- iii. Arman Engineering LTD's business organization and how it works.
- iv. To get a good grasp on the company's plan.
- v. To learn useful skills and information for the workplace in areas like ethics, time management, and business culture.

1.5. Scope of the study

This report is like a real-life case study because it shows what really happened with the chosen company. The area of this report is now smaller because of this. In the beginning of this report, the author wants to learn how to do research in work settings. The study looks at a lot of different parts of procurement,

including sourcing, negotiating, and choosing a seller. As part of my homework, I had to learn how Arman Engineering LTD buys things so that I could understand how businesses work in the real world.

The report also helps Arman Engineering Limited figure out what their problems are, which could help them fix them now and in the future. It will also help me advance in my job.

Because of this, this report doesn't go into great detail about the chosen company's purchasing actions; it's not within the purview of this study to do so. Instead, it just reports what was seen and comes to a conclusion.

1.6. Methodology of the report

A big part of the study is the methodology. In order to meet the goals of the study, it was carefully planned. The study is done in a planned way, from choosing the topic to writing the end report. Finding and gathering data was the most important part. The data had to be sorted, analyzed, evaluated, and displayed in a methodical way so that the main points could be seen. More information is given about the general method used in the study.

1.7. Process of data collection

Data collection is the organized process of gathering and analyzing information about certain factors so that one can figure out what happened and find answers to important questions. For this study, data will be gathered in two ways. One is from primary source and the other is from secondary source. The buying department gave me all the information I needed to finish this report. The whole staff was very helpful and gave me all the resources I needed. I need knowledge and help to write the report.

1.8.Sources of data

There were primary and secondary sources used to gather information and data for this study. Articles, websites, and other manuals are all examples of secondary sources of knowledge. I chose to use both sources in my term paper so that the analysis would be clear and accurate. I used a variety of ways to collect data from primary and secondary sources. They are as follows.

1.8.1. Sources of Primary Data

Primary sources are individuals who provide firsthand accounts of events, activities, or situations.

Typically, these documents are generated by individuals who were present at the time of the event or who recorded it firsthand.

Details were acquired from:

- i. Useful desk work. This report is mostly based on the daily internship work experience.
- ii. I met with the employees and questioned about Aeman Engineering LTD's procurement activities. I took detailed notes throughout interactions with coworkers and officials, which helped me compose my internship report effectively.
- iii. Direct observation.
- iv. Maintaining confidentiality during calculations.

1.8.2. Sources for Secondary Data

Secondary sources may offer new insights on a past event or significant source. Secondary sources often contain many copies available for acquisition.

This report was developed with secondary data. Data was acquired from published sources, including articles of Arman Engineering Limited.

- i. Internal documentation.
- ii. Internet
- iii. Website

- iv. Folders and Files
- v. Arman Engineering LTD's Diary

I gathered information from websites and documents of Arman Engineering Ltd, including articles, prospectus.

1.9. Processing Of Data

Data from secondary sources was manually processed using both qualitative and quantitative techniques throughout the investigation.

1.10. Data Interpretation & Analysis

Data analysis and interpretation were conducted using a qualitative method, utilizing processed data as the foundation.

1.11. Limitations of the report

There were many problems I had to deal with while writing this report, and they were tough to solve. But I was able to handle things in the end. A lot of problems made it hard to do the study. Here are some rules that you must follow:

- i. Unfortunately, the corporation doesn't want to share everything with the public because of rules like business secrecy and confidence. My seniors helped me a lot and worked with me to make my report more complete, but they had to tell me things that were supposed to be kept secret because I am not a regular employee here. I wasn't able to get enough information because of this.

- ii. Some personal problems, like not being able to understand some official words or follow office rules, made things hard for me.
- iii. Time was the main thing that kept me from finishing this work. The job I had only lasted three months. But this short amount of time is not enough for a full and clear study. It took some time to find and watch the real state, how things worked, and everything else. It was hard to learn a lot of things in just three months of work. Because of not knowing enough, a lot of assumptions were made.
- iv. This is a whole new field and industry for me. I'm not in charge of all of the company's supply chain operations as an intern. I also can't talk to the seller directly about processing the raw materials, shipping them, or anything else. Because of this, it was hard for me to write about the whole supply chain and buying things.
- v. Talking to each other inside a new experience.
- vi. Not enough books have been written on the subject, and there are not enough facts and numbers available. Because not all data or information can be found on the website or internet. That being said, it was hard for me to understand how raw materials are processed because the building that does that work is not in Dhaka and I am not allowed to go there. These limitations limited what kind of research could be done. There were some limits on the report that made it less useful and interesting.
- vii. You can't find all the important details in written or other forms.
- viii. Not having enough information consistency also made things hard for me.
- ix. I didn't have a lot of access because I was an intern. I couldn't get to all of their papers or everything on their website. Because there were so many others, I won't be able to list all the problems I ran into while building this report.

No matter how hard things were, I was able to finish my job report with the help of Almighty Allah and my lecturers.

CHAPTER-2: OVERVIEW OF ARMAN ENGINEERING LTD.



CHAPTER TWO

2.1. About Arman Engineering Ltd.

Arman Engineering Ltd. is a well-known façade and fenestration solution provider in the Bangladeshi building construction industry. A façade is a building's outer face or front that is generally designed to be both aesthetically pleasing and practical. It contains architectural features including cladding, windows, doors, and ornamental accents. Facades can be built of glass, stone, metal, concrete, or composite panels. Arman Engineering Ltd was founded in July 1993 and specializes in a wide range of services, including curtain wall glazing, louver solutions, skylight solutions, aluminum composite panel solutions, and facade consultation. Their comprehensive approach to building and fabrication enables them to effortlessly incorporate new ideas into your projects, improving both aesthetics and functionality. Arman Engineering has established itself as a prominent provider of comprehensive external solutions in the field of building construction in Bangladesh, backed by experienced engineers, technicians, and competent personnel. The company's strong reputation for innovation, quality, and customer service has expanded throughout the country, impressing modern ideas, technologies, and grasped possibilities. Meeting the diverse needs of its clients, Arman Engineering collaborates with numerous world-renowned firms that specialize in external building materials. Arman Engineering has a well-equipped and qualified technical staff to meet the diverse needs of clients. Our employees provide world level craftsmanship with the utmost sincerity, safety, and quality. Arman Engineering is a socially responsible firm dedicated to creating positive relationships with clients and the wider environment.

Arman Engineering has established itself as a prominent provider of comprehensive external solutions in the field of building construction in Bangladesh, backed by experienced engineers, technicians, and competent personnel. The company's strong reputation for innovation, quality, and customer service has expanded throughout the country, impressing modern ideas, technologies, and grasped possibilities. Meeting the diverse needs of its clients, Arman Engineering collaborates with numerous world-renowned firms that specialize in external building materials. Arman Engineering has a well-equipped and qualified technical staff to meet the diverse needs of clients. Our employees provide worldwide level craftsmanship with utmost sincerity, safety, and quality. Arman Engineering is a socially responsible firm dedicated to building positive relationships with both clients and the environment.

With ISO9001:2015 and ISO45001:2018 certifications in 2019, Arman Engineering Ltd. is devoted to providing cost-effective solutions on time, supported by a trained technical staff and sophisticated equipment. The organization focuses building strong client connections and operating in a socially responsible manner.

2.2. Vision

Our objective is to be the top name in aluminum facade fabrication, as well as the industry's chosen vendor. We aim for excellence by utilizing new approaches, implementing sustainable practices, and maintaining a dedication to quality. With a team of experienced and disciplined specialists, we guarantee timely and profitable project completion. Our devotion leads us to construct memorable facades that will withstand the test of time. Through our enthusiasm and experience, we hope to create an enduring legacy of architectural brilliance.

2.3. Mission

To be the leading aluminum facade fabricator, providing high-quality and creative solutions that improve architectural landscapes and surpass client expectations. Our objective is to be the premier aluminum facade fabricator, raising the bar for quality and innovation. We aspire to improve architectural landscapes via cutting-edge design and precise engineering. Our dedication to quality guarantees that each project exceeds the client's expectations. We provide long-lasting and visually appealing solutions by combining innovative technology and skillful craftsmanship. Customer satisfaction and innovation are the driving forces behind our industry's continued development and success.

2.4. Core Values

CORE VALUES



INTEGRITY

At Arman Engineering Ltd., honesty is the foundation of our facade curtain fabrication business. We take pleasure in our unrelenting honesty, integrity, and dedication to ethical business methods. Our skilled personnel respect the highest standards of honesty in all aspects of our work, guaranteeing that you can rely on us to provide great quality and service with complete integrity.

PROFESSIONALISM

Professionalism is more than just a term; it is a style of conducting business. Our facade curtain fabrication industry specialists are very professional in all aspects of their job. We are proud of our consistent commitment to professionalism, which includes rigorous attention to detail, meeting deadlines, and surpassing customer expectations. When you pick us, you get a partner who appreciates professionalism as much as you do, so your project is in skilled hands.

PROFICIENCY

Proficiency is the foundation for our success in the facade curtain fabrication sector. Our talented and experienced personnel offer a plethora of knowledge to each job, assuring accuracy, efficiency, and superior workmanship. We've developed our skills over years of hard effort, continually providing high-quality solutions that demonstrate our dedication to excellence. When you pick us, you are choosing expertise that will turn your idea into a reality, making us your reliable partner in facade curtain manufacture.

AFTER-SALES SERVICE

Our dedication to your happiness does not stop after your facade curtain job is done. Arman Engineering Ltd. takes pleasure in providing complete after-sales service. We ensure you that your investment in our solutions will be supported by a team devoted to your long-term needs.

Our after-sales services include anything from periodic maintenance to answering any questions or issues you may have. We recognize that the performance and aesthetics of your facade curtain system are critical to the success of your project, and we're here to keep it in top shape.

Our after-sales service is meant to provide you with peace of mind by combining responsive personnel, a depth of experience, and a dedication to surpassing your expectations. Trust us to be by your side, assuring the long-term perfection of your facade curtain system.

Arman Engineering Ltd. offers exceptional facade curtain solutions and is committed to ensuring your satisfaction and investment longevity.

2.5. Company's products and services

Arman Engineering Ltd., founded in July 1993, is a major firm in Bangladesh that provides full façade and fenestration solutions to the building construction sector. The firm provides a variety of services, including:

- Curtain Wall Glazing: The design and installation of non-structural exterior coverings for structures to provide both aesthetic appeal and energy efficiency.
 - ✓ A Structural Curtain Wall system is the outside covering of a building.
 - ✓ Made of lightweight material, which reduces building expenses.
 - ✓ Great Natural Light Passing.
 - ✓ Designed to withstand air and water intrusion, as well as wind pressures.
 - ✓ Typically constructed of extruded aluminum components.
 - ✓ Unlike storefront systems, they are intended to span numerous levels.
 - ✓ Design needs include thermal expansion and contraction, building sway and movement, water diversion, and thermal efficiency for cost-effective heating and cooling.

- Façade Consultancy: Expert assistance on the design, material selection, and implementation of building facades that fulfill both functional and aesthetic criteria.
 - ✓ We provide design drawings to assure the building's aesthetic appearance.
 - ✓ We supply the customer with tender drawings at the time of quotation submission.
 - ✓ Providing structural calculations and design.
 - ✓ Analyzing sun baths.
 - ✓ Providing detailed shop drawings.
 - ✓ Provide a fabrication drawing for any installation work.
 - ✓ We understand and respect the "technical and economic" aspects of project development, and we help our customers accomplish their goals by using our subject expertise and worldwide experience.

- Aluminum Composite Panel Cladding: Installation of lightweight, long-lasting panels that improve the outer appearance and offer insulation.
- ✓ Aluminum Composite Panel (ACP) is a flexible construction material constructed of two aluminum sheets bonded to a core material, often polyethylene.
- ✓ It is widely utilized in facades, cladding, signs, internal walls, and other architectural features because to its lightweight nature, durability, and aesthetic appeal.
- ✓ Provides a sleek and contemporary look that improves the visual attractiveness of structures.
- ✓ Can be formed into a variety of forms and sizes, allowing for greater design and architectural versatility.
- ✓ Thermal insulation improves energy efficiency in structures.

- Point Fix Glazing System: A frameless glass system that provides unobstructed vistas and has a sleek, modern design.
- ✓ Ideal choice for architects looking to maximize light and transparency in vast spaces.
- ✓ The system is intended for both exterior and interior uses, and it is perfect for vertical and sloping walls. It may be used in shopping malls, atriums, corridors, exhibition rooms, glass roofs, canopies, reception spaces, and other applications.
- ✓ Depending on the architect's selections, the point-fixed structural glass wall can be supported by a variety of structures, including steel frames, stainless-steel cable structures, glass beams, cross-braced structures, and so on.

- Fin Supported Glass Wall: Structural glass walls with vertical fins for stability and a simple style.
- ✓ Glass fin walls and above applications are designed to use glass as the principal structural support element. They are used for big façade applications and storefronts, providing a highly transparent and cost-effective structural glass solution.
- ✓ Glass fin solutions enable the construction of walls capable of absorbing heavy loads and building displacement while maintaining structural integrity.
- ✓ Fins are an excellent choice for big overhead applications where transparency is a key design element.

- Louver Solution: Install louvers for ventilation, sun shade, and aesthetic purposes.
 - ✓ A louver is a window blind or shutter with horizontal slats that are tilted to allow light and air while keeping out rain and direct sunlight. The angle of the slats can be changeable.
 - ✓ Blinds and windows are often fixed.
 - ✓ Louvers are often composed of aluminum, metal, wood, or glass, and may be opened and closed using a metal lever, pulleys, or motorized operators.
 - ✓ Louvers are frequently used in windows or doors to allow air or light in while keeping sunlight or moisture out. They can be moveable or permanent.
-
- Canopy Solutions: Design and install safe and beautiful canopies for building entrances and pathways.
 - ✓ A canopy is an overhead roof or a structure constructed of aluminum composite panel, glass, or RCC.
 - ✓ Able to give shade or protection from weather conditions such as sun and rain while also improving the visual perspective.
 - ✓ Provides an appealing and functional element to a structure, often outside the main doors.
 - ✓ Allow more natural light into the entry area than a solid canopy.
 - ✓ Canopies that protrude from buildings are vulnerable to wind loads thus, it is critical to establish the appropriate glass strength to utilize.
 - ✓ Our technical consulting service may give computed glass thicknesses for framed rectangles or corner bolted toughened glass structures based on the location's wind load design.
-
- Dome and Skylight: Designing unique domes and skylights to improve natural lighting and architectural aesthetics.
 - ✓ A dome is a curving, sometimes hemispherical, structure that serves as a roof or ceiling and is often constructed of glass, metal, or reinforced concrete.
 - ✓ Skylights are windows or apertures in the roof or ceiling that bring natural light into a structure or room.
 - ✓ Improve the aesthetics of buildings and create a distinctive interior feel.

- ✓ Increase natural light, decreasing the demand for artificial illumination throughout the daytime.
 - ✓ Provide protection from the elements while yet allowing light in.
- Infrastructure Construction: Comprehensive services for building infrastructure development, assuring quality and timely delivery.



Fin Support

Façade Consultancy

- Façade design consultancy and engineering services
- Façade design consultancy and engineering services
- Façade design consultancy and engineering services
- Façade design consultancy and engineering services
- Façade design consultancy and engineering services
- Façade design consultancy and engineering services

Fin Support

Curtain Wall Glazing

- A Curtain Wall Glazing is a wall consisting of a building
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- A Curtain Wall Glazing is a wall consisting of a building



Fin Support

Aluminum Composite Panel

- Aluminum Composite Panel (ACP) is a versatile building
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- Aluminum Composite Panel (ACP) is a versatile building



Fin Support

Point-fix Glazing

- Point-fix glazing is a glazing system where the glass is
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Fin Support

Fin Supported Glass

- Fin supported glass is a glazing system where the glass is
- Fin supported glass is a glazing system where the glass is
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- Fin supported glass is a glazing system where the glass is
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Fin Support

Louver Solution

- A louver is a window blind or shutter with horizontal slats that
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- A louver is a window blind or shutter with horizontal slats that



Fin Support

Canopy Solution

- A canopy is a roof-like structure that provides shelter from the
- A canopy is a roof-like structure that provides shelter from the
- A canopy is a roof-like structure that provides shelter from the
- A canopy is a roof-like structure that provides shelter from the
- A canopy is a roof-like structure that provides shelter from the
- A canopy is a roof-like structure that provides shelter from the



Fin Support

Dome & Skylight

- A dome is a curved, often hemispherical, structure that forms a
- A dome is a curved, often hemispherical, structure that forms a
- A dome is a curved, often hemispherical, structure that forms a
- A dome is a curved, often hemispherical, structure that forms a
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- A dome is a curved, often hemispherical, structure that forms a

2.6. Major customers and clientele



They have almost 200 customers thus far.

2.6.1. Major customers

Arman Engineering Ltd., a specialist in façade and fenestration (windows, doors, and curtain wall systems), principally serves clients in industries where building exteriors and glass systems are vital. Their clientele generally includes,

- **Construction companies:** work on commercial, residential, or industrial projects that need facades, curtain walls, windows, and door systems.
- **Architects and designers:** are looking for unique and high-quality façade and fenestration solutions for their building ideas.

- **Real estate developers:** focus on the development of new buildings, both residential and commercial, which require external systems and glass.
- **Building contractors:** require sophisticated façade and window solutions for active building projects.
- **Property owners and facility managers:** particularly those in commercial or big residential buildings that require fenestration upkeep or renovations.
- **Government Projects and Public Sector Organizations:** for large-scale building and infrastructure development.
- **Retailers and malls:** require specialized façade and glass solutions for storefronts or building facades.
- **Hotels and hospitality industries:** require sophisticated, visually beautiful, and energy-efficient window and façade solutions for new construction or upgrades.

These customers often demand high-performance, aesthetically pleasing fenestration and façade systems to ensure that their buildings not only operate properly but also fulfill design, sustainability, and energy-efficiency criteria.

2.7. Global suppliers



2.8. Financial intermediary



2.9. Certificates

With ISO9001:2015 and ISO45001:2018 certifications in 2019, Arman Engineering Ltd. is devoted to providing cost-effective solutions on time, supported by a trained technical staff and sophisticated equipment. The organization focuses building strong client connections and operating in a socially responsible manner.



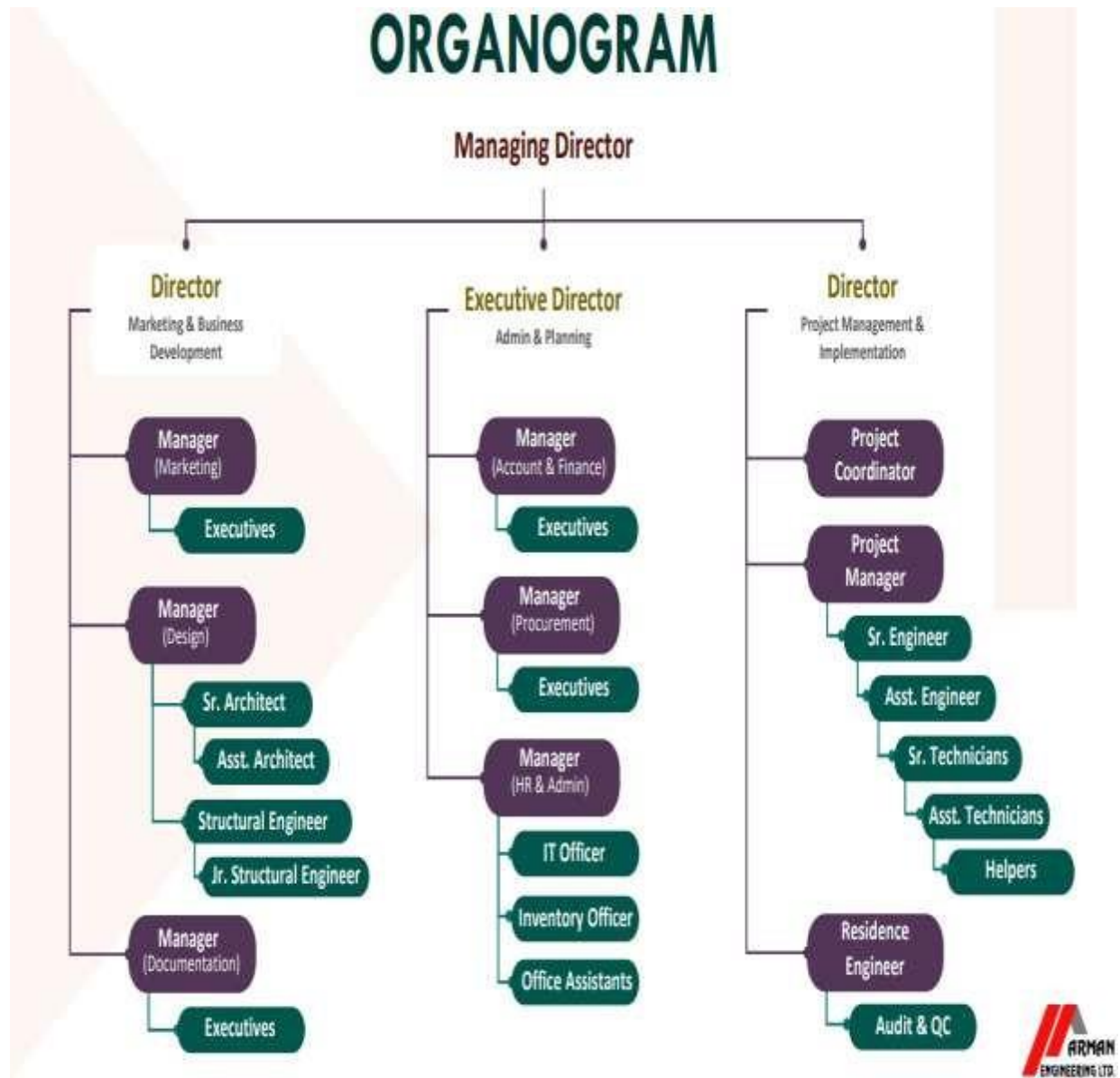
2.10. Certificates of some completion



2.11. Board of directors



2.12. Organogram



CHAPTER-3: INDUSTRY ANALYSIS



CHAPTER THREE

3.1. Industry Analysis

The worldwide facade market was valued at \$316.0 billion in 2022, and it is expected to reach \$469.0 billion by 2027, with a CAGR of 8.2%.

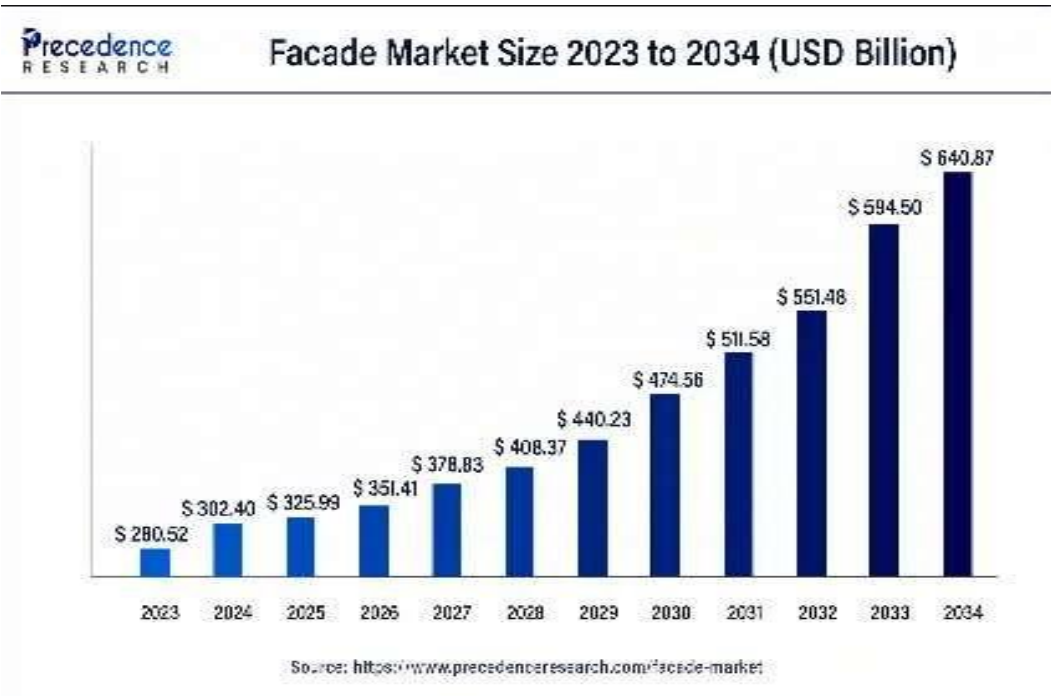
Although there is no specific data on the market share of façade and fenestration solutions in Bangladesh, the country's building sector is rapidly expanding, which is anticipated to contribute to the growth of the façade market.

Bangladesh's aluminum market, which is closely related to façade and fenestration applications, was valued at around USD 0.9 billion and is expected to reach USD 1.3 billion by 2030, growing at a CAGR of 6.8%. However, specific data on the market share of façade and fenestration solutions in Bangladesh is scarce, but the country's construction industry is rapidly expanding, which is likely to contribute to the growth of the façade market.

In 2024, the aluminum market in Bangladesh increased by 1.8% to \$174 million, reversing a two-year decline. The market is expected to grow at a compound annual growth rate (CAGR) of 6.8% between 2024 and 2030, potentially reaching \$1.3 billion by 2030.

3.2. Facade Market Size and Growth 2024–2034

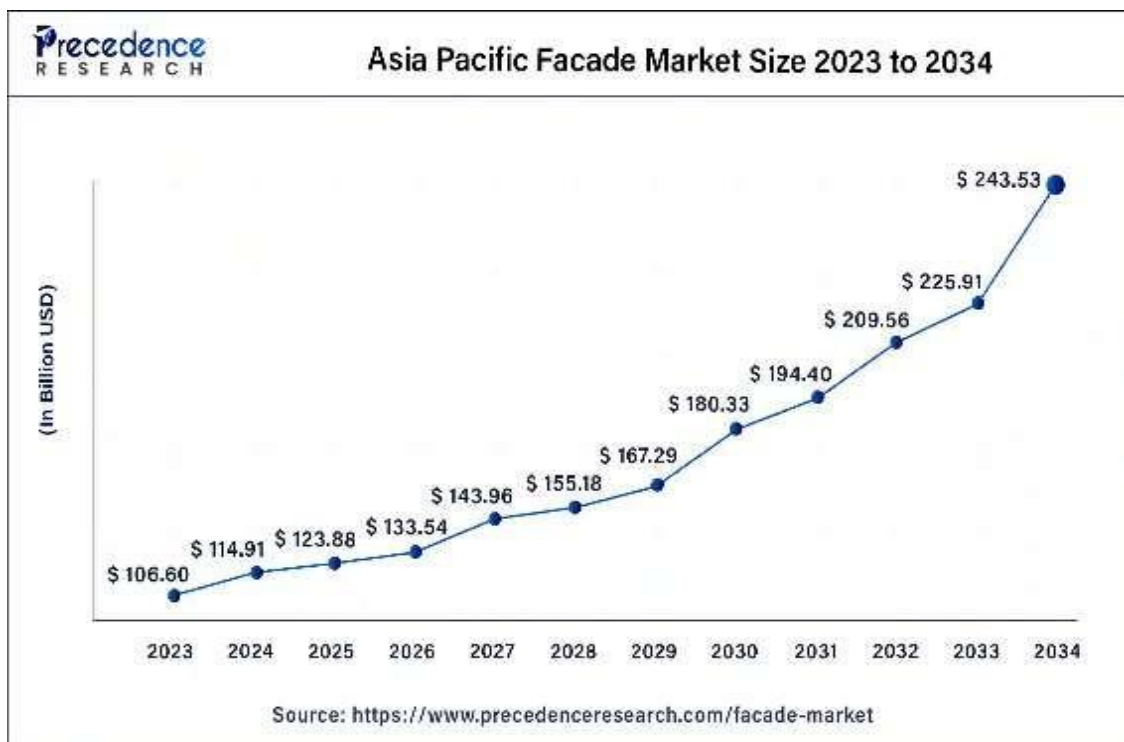
The global facade market was valued at USD 302.40 billion in 2024, and it is projected to reach approximately USD 640.87 billion by 2034, growing at a CAGR of 7.8% during the forecast period. Increasing demand for energy-efficient and sustainable building solutions is driving market expansion, and rapid urbanization and infrastructure development further contribute to growth. Advanced materials and smart facade technologies are becoming more popular.



3.3. Asia Pacific Facade Market Size and Growth 2024–2034

The Asia Pacific facade market was valued at USD 106.60 billion in 2023 and is projected to reach USD 243.53 billion by 2034. The market is expected to grow at a CAGR of 6.7% from 2024 to 2034. Asia Pacific is likely to maintain its dominance in the facade industry during the forecast period. The region's growth is driven by increasing industrial, commercial, and residential construction activities. Rising

urbanization and population growth fuel demand for modern building structures. Facades enhance building aesthetics, energy efficiency, and sustainability. Innovations in facade materials contribute to market expansion. Safety regulations and environmental concerns boost the adoption of advanced facade solutions. Governments promote green building initiatives, further accelerating market growth. Increasing disposable income leads to higher investments in commercial and residential infrastructure. Smart and dynamic facades are gaining popularity in high-rise buildings. Technological advancements improve the durability and efficiency of facade systems. Energy-efficient facades help reduce carbon footprints and operational costs. The market sees growth in curtain walls, cladding, and ventilated facade systems. The hospitality and healthcare sectors contribute to increasing facade installations. Manufacturers focus on lightweight and recyclable materials to meet sustainability goals. The demand for prefabricated and modular facades is rising. Growing investments in smart cities and infrastructural projects further support market expansion. The Asia Pacific facade market is poised for steady growth due to evolving construction trends and regulatory advancements.



3.4. Facade Market Key Takeaways

In 2023, the Asia Pacific region dominated the facade market with a 38% market share and is expected to maintain its position throughout the forecast period. The ventilated facades segment emerged as the leading product category and is projected to witness significant growth in the coming years. Among end-users, the commercial segment held the largest market share of 52%, while the residential segment is expected to grow notably during the forecast period. The market is expanding steadily across regions, driven by innovations in materials, design, and energy-efficient solutions. Sustainable building practices are also influencing demand, with modern facades becoming a key component in green construction. The Asia Pacific region continues to attract investments in facade technology, particularly in commercial projects, which remain the primary growth driver. Additionally, ventilated facades are gaining popularity due to their energy efficiency and aesthetic appeal. As urbanization accelerates, residential developments are anticipated to contribute significantly to future market expansion.



3.5. Market Overview

The facade market focuses on the development and distribution of materials, designs, and technologies related to building facades. It encompasses various elements, including metal, glass, cladding systems, and insulation. Facades are typically considered a key architectural feature, primarily forming the front side of a building. In recent years, facades have gained significance for their aesthetic appeal and ability to give buildings a unique character. They can be installed in new constructions or during renovations. The growing construction sector worldwide is expected to drive the facade market's expansion. Increasing demand from commercial and industrial sectors is a major factor contributing to this growth. Facades enhance the visual appeal of buildings while also offering functional benefits such as insulation and energy efficiency. The adoption of modern materials and innovative facade technologies has further fueled market growth. Glass facades, in particular, have become popular for their sleek appearance and energy-saving properties. Cladding systems provide additional protection against external elements while improving the building's durability. Metal facades are preferred for their strength and modern look. Insulation plays a crucial role in facades by enhancing energy efficiency and indoor comfort. Sustainable and eco-friendly facade solutions are gaining traction in the market. Urbanization and smart city projects are also boosting the demand for advanced facades. Technological advancements have led to the development of intelligent facades that adapt to environmental conditions. The rise in high-rise buildings and skyscrapers is another driving factor for facade innovations. Government regulations promoting energy-efficient construction are influencing market trends. Increasing consumer preference for aesthetically appealing structures is shaping the facade industry. As construction activities continue to rise globally, the facade market is poised for significant growth.

3.6. Facade Market Growth Factors

The growth of the facade market is driven by the increasing demand for aesthetically appealing commercial buildings, including offices and malls. Facades play a crucial role in enhancing the outer structure of buildings while also providing functional benefits. One of the key advantages of facades is their contribution to energy efficiency. By minimizing heat absorption, facades reduce cooling loads, leading to lower energy bills. Their ability to regulate temperature and humidity makes them valuable for various climates. Additionally, facades improve the durability and sustainability of buildings. The

emergence of solar facades has further boosted market growth. These advanced facades absorb solar energy, providing an additional energy source for buildings. Solar facades are gaining popularity in both residential and commercial spaces. The growing awareness of energy conservation is increasing their adoption worldwide. Regions like Asia Pacific, North America, and the Middle East are witnessing a surge in demand for facades. The rising construction of skyscrapers and modern buildings also fuels market expansion. Technological advancements have introduced innovative facade materials for better performance. Materials such as glass, metal, and composite panels are widely used. The preference for sustainable and eco-friendly materials is shaping market trends. Government initiatives promoting energy-efficient buildings further drive demand. The integration of smart facade systems is another growth factor. These intelligent facades adjust to external conditions for optimized performance. The combination of aesthetics, sustainability, and energy efficiency makes facades an essential component of modern architecture. The increasing investment in infrastructure development supports the market's expansion. The facade market is expected to grow further with continued urbanization and construction activities.

3.7. Major Player in This Industry

These enterprises have established themselves as prominent participants in the façade and fenestration sectors, making substantial contributions to Bangladesh's architectural scene.

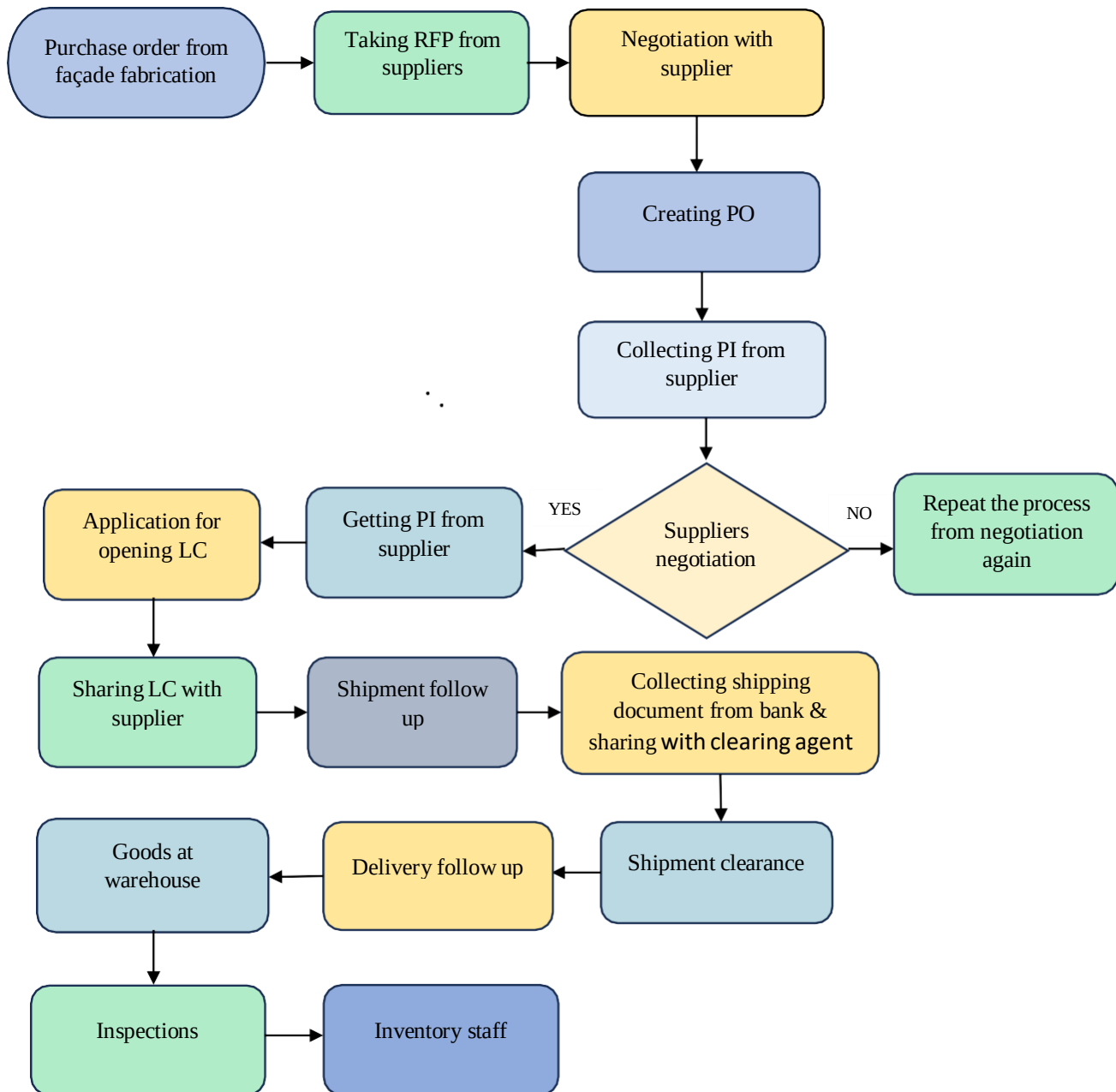
- CHB Engineering Limited.
- INTER TECH: Facade and Windows Solution
- D Tech Corporation Ltd.
- AD Fabrication.
- Glass craft Engineering
- LIMRS Construction and Interior
- Assure Builders Limited.
- Naif Engineering and Builders Limited.
- Sentech Engineering Limited.
- BTI - Building Technology & Ideas, Ltd.

CHAPTER-4: OVERVIEW OF THE PROCUREMENT DEPARTMENT OF ARMAN ENGINEERING LTD.



CHAPTER FOUR

4.1. Work Process of Procurement Department (Import)



The step-by-step process of (import) is shown below

1. Façade Fabrication purchase order

When a purchase order is issued by the façade fabrication department, the procurement procedure begins. The kind, amount, and specifications of the necessary materials are all included in this paper. It functions as a formal request for the procurement team to locate and obtain the required supplies. The purchase order guarantees that the appropriate items are purchased in accordance with the demands of the business. The procurement team proceeds with the supplier selection procedure after receiving this.

2. Receiving Requests for Proposals (RFPs) from vendors

In order to gather offers for the necessary supplies, the procurement team contacts several vendors. In response, suppliers provide their bids together with details about costs, delivery schedules, and other conditions. These offers assist the business in evaluating many vendors to identify the best offer. The business makes sure it receives the highest quality products at affordable prices by compiling a variety of possibilities. The procurement team moves on to the negotiating phase after examining the bids.

3. Bargaining with the Vendor

The procurement team bargains with suppliers to obtain better terms and prices after receiving proposals. Securing the greatest bargain while guaranteeing prompt delivery and high-quality items is the aim. Discounts, warranties, and terms of payment may also be discussed during negotiations. Before the agreement is finalized, several rounds of negotiations may be required. The procurement team creates the purchase order following fruitful discussions.

4. Making a PO (purchase order)

A legally binding document that certifies the company's order with the supplier is called a purchase order (PO). Important information including the amount, cost, delivery date, and terms of payment are included. Misunderstandings between the supplier and the buyer are avoided thanks to this paper. The supplier begins getting the order ready for shipping as soon as the PO is issued. After that, the business awaits a Proforma Invoice (PI) from the supplier for validation.

5. Getting the Supplier's Proforma Invoice (PI)

A proforma invoice, which is an initial bill verifying the order information, is sent by the supplier. To make sure it corresponds with the purchase order, the procurement team checks the invoice. Before moving further, any differences are addressed and rectified. Before starting the payment process, this stage

makes sure there are no mistakes. The business proceeds with the Letter of Credit (LC) application when the PI is accepted.

6. Suppliers Negotiations

At this point, the business verifies that the supplier's PI satisfies all specifications. The procedure proceeds without incident if everything is in order. However, more discussions are held if there are problems with terms, quality, or price. Maintaining positive supplier relationships while securing the best possible bargain for the business is the aim. The procurement team goes through the negotiating process again before moving forward if renegotiation is required.

7. Opening Letter of Credit (LC) application

The bank offers a financial guarantee known as a Letter of Credit (LC) to guarantee that the supplier will be paid. To reassure the supplier that they would be paid after completing the order, the business asks for an LC. This lowers the risk for both sides and makes doing business internationally easier. Before granting the LC, the bank thoroughly examines the application. The business shares it with the supplier when it has been authorized.

8. Giving the supplier access to the LC

The LC is provided to the provider as evidence of payment security after it has been granted. The supplier is reassured by this paperwork to move forward with the shipment. After then, the supplier begins getting the products ready for shipping in accordance with the prearranged schedule. By guaranteeing that the payment would be made when the requirements are fulfilled, the LC acts as a safety net. The provider starts the shipping procedure after receiving the LC.

9. Tracking Shipments

To guarantee on-time arrival, the procurement staff keeps a close eye on the cargo. Monitoring the supplier's work and resolving any potential delays is made easier with frequent follow-ups. Any problems, such delays in production or shipment, are fixed right away. The business guarantees the correct preparation of all transportation documentation. Maintaining a seamless flow of goods from the supplier to the business depends on this stage.

10. Collecting shipping documents from bank & sharing with clearing agent

The bank delivers shipping documentation, including the bill of lading, packing list, and commercial invoice, when the shipment is sent. These records are necessary for both customs clearance and shipping

detail verification. These documents are gathered by the procurement team and shared with the clearing agency. They are used by the clearing agency to handle the shipment's customs clearance. By taking this step, you can be guaranteed that the shipment will be handled correctly and lawfully when it arrives.

11. Clearance of Shipments

To obtain the consignment approved for entrance into the nation, the clearing agency collaborates with customs officials. At this point, all import taxes, tariffs, and regulatory requirements are handled. To prevent delays, any extra documents that are needed are supplied. The shipment is taken to the business's warehouse after it has been cleared. This step guarantees that there won't be any legal issues when the products are delivered.

13. Follow-up on Delivery

The business makes sure the products are delivered to the appropriate department as they arrive at the warehouse. To avoid any delays, the logistics crew oversees internal transportation. Frequent follow-ups make it easier to monitor if the items arrive at their destination on schedule. Any problems are promptly fixed to prevent interruptions to operations. This stage guarantees that there are no needless delays in the availability of all supplies for usage.

12. Goods at Warehouse

The received items are inspected for damage or inconsistencies as soon as they arrive at the warehouse. The warehouse staff confirms that the purchase order's quantity and quality match. The procurement team is notified of any problems so they may be fixed. Goods are handled and stored properly to preserve their condition. The products are prepared for further distribution after they have been examined and approved.

14. Inspections & Examinations

The received items are examined by a quality control crew to look for any flaws or damage. The products are authorized for usage if they satisfy the necessary requirements. If flaws are discovered, though, the supplier is notified so that replacements or reimbursements may be feasible. The company's operations are kept up to high standards thanks to this examination. The products are only designated as ready for use once they have successfully completed this examination.

15. Inventory Staff

In order to track the incoming products, the last step is to update the inventory records. All supplies are appropriately kept and recorded thanks to the inventory crew. This aids in stock level maintenance and future purchasing planning. Overstocking or shortages of supplies are avoided with effective inventory management. The purchase procedure has now been successfully finished with all records updated.

4.2. Overview of the overall procurement process

4.2.1. Identify needs

The first stage in the procurement process at Arman Engineering Limited Company is to identify the items or services that are required. The procurement team works closely with many departments to understand their individual requirements, whether for raw materials, equipment, or services. Clear and effective communication is required to precisely describe needs and connect them with the company's operational and strategic objectives. A detailed investigation is performed to confirm that the requested materials or services are required for current and future projects. The engineering, production, and finance departments actively engage at this stage and provide their ideas. Internal meetings and requirement-gathering sessions are held to determine priorities and set deadlines. Before moving on to the next level, each request is reviewed to confirm its cost-effectiveness and viability. Technical specifications and compliance criteria are considered at this level. The purpose is to establish procurement standards that will improve the company's efficiency and growth. Understanding the urgency and relevance of procurement requirements aids in developing realistic schedules. Any purchase request is recorded and checked for correctness before being sent for approval. The company's goal is to guarantee that the proper products and services are purchased in a timely and cost-effective way.

4.2.2. Specify requirements

After identifying the demands, Arman Engineering Limited Company's following step is to specify the exact specifications and quality standards. The procurement team, in coordination with the appropriate departments, creates a thorough description of the product or service requested. Technical criteria, industry norms, quantity, and desired quality levels are all well-defined. The requirements must comply with industry-specific regulatory and safety norms. Clear specs assist vendors grasp the exact requirements and decrease the possibility of mistakes or incompatibilities. Before sharing specifications with vendors, all requirements are recorded and cross-checked for correctness. To avoid any delays, the procurement team verifies that all specifications are in line with the project's needs. Budget limits are taken into account while developing needs. Before completing the specs, stakeholders are engaged to ensure their accuracy. The procurement team ensures that all variations from standard specifications are justified and accepted. The finished requirements are formalized in a formal request, which will be utilized in the procurement

process. A well-defined requirement specification facilitates a smoother procurement process with less risks of conflicts.

Documents Involved

Ordering Form

An internal Order Form is produced by Arman Engineering Limited Company to outline the requested products or services. The expected purchase expenses are reported for financial planning and approval purposes. The order form is subject to a final review by the appropriate department to guarantee its accuracy and need. Before proceeding, the paper must be reviewed and approved by the appropriate department. The procurement team ensures that the order form has all necessary information, such as quantity, description, and projected cost. The paper serves as a reference point for dealing with vendors and getting bids. It also aids in tracking the buying process and maintaining responsibility. The finance department examines the order form to determine the appropriate budget. Once authorized, the order form is saved in the company's procurement system for future use. A tentative budget is created based on the order form, which aids in supplier negotiations. The document is reviewed and updated on a regular basis, as needed, before the procurement process proceeds.

An Order Form normally provides necessary information to complete a purchase or transaction. A normal order form typically contains the following information:

1. Buyer and Seller Information:

- i. Company Name (Seller)
- ii. Company Address (Seller)
- iii. Contact information (seller).
- iv. Buyer's name or business name
- v. Buyer's contact information (email, phone, and address)
- vi. Shipping address (if different from the billing address)

2. Order Details:

- i. Order Number (for Tracking)
- ii. Order date

- iii. Product or service details (name, description, and SKU)
- iv. Quantity
- v. The unit price
- vi. Total cost (including subtotals, taxes, and discounts)
- vii. Payment conditions (e.g., payable upon delivery, net 30, installment options)

3. Payment Information:

- i. Accepted payment options include credit cards, bank transfers, and PayPal.
- ii. Billing Details
- iii. Payment due date
- iv. Tax information (if appropriate)

4. Shipping Information:

- i. Shipping methods (standard, expedited, etc.)
- ii. Estimated delivery date
- iii. Shipping cost
- iv. Tracking number, if provided.
- v. Return and Refund Policies

5. Terms and Conditions:

- i. Warranty details (if applicable)
- ii. Cancellation Policy
- iii. Dispute Resolution Terms
- iv. Signature section (authorization)

4.2.3. Source Suppliers

Arman Engineering Limited Company performs comprehensive research to locate possible suppliers who meet the company's needs. Suppliers are evaluated on the basis of their market reputation, dependability, manufacturing capacity, and past performance. The procurement team undertakes background

investigations to ensure each supplier's integrity. To help speed future procurement procedures, a database of pre-qualified vendors is kept. Delivery efficiency and industry standard compliance are among the parameters considered throughout the supplier selection process. The procurement team contacts potential vendors to get early quotes. Shortlisted suppliers are evaluated based on their ability to satisfy the company's needs successfully. Before releasing a Request for Proposal (RFP), providers are thoroughly evaluated. Feedback from prior procurement experiences is used while selecting vendors. The organization favors suppliers who provide cost-effective solutions while maintaining high quality. The objective is to form long-term relationships with dependable providers to maintain a seamless supply chain.

4.2.4. Request for proposal (RFP)

The procurement team of Arman Engineering Limited Company creates and distributes an RFP to shortlisted vendors. The RFP includes extensive product or service requirements, quality standards, and projected delivery times. It also covers important contractual terms like payment schedules and service level agreements. Suppliers are invited to submit bids that include pricing, warranty conditions, and other value-added services. The organization guarantees that the RFP process is open and competitive. Suppliers must offer a cost breakdown to enable a full examination. Delivery timelines and transportation arrangements are critical components of the RFP. Any technical or regulatory requirements are explicitly stated in the documentation. Suppliers are given a time to reply with proposals. The procurement team communicates with vendors to resolve any clarifications to the RFP. A well-structured RFP generates competitive and thorough supplier offers.

Documents Involved

Proforma invoices (PI):

In response to the RFP, the supplier provides a proforma invoice (PI). The PI comprises pricing information, payment arrangements, and a summary of the products or services being sold. The document acts as a formal proposal from the supplier, allowing the procurement team to assess expenses. The PI provides complete item descriptions, as well as any related taxes or fees. It establishes a preliminary agreement between the customer and the supplier prior to issuing the purchase order. The document is checked for correctness and consistency with the company's budget and specifications. Any differences or modifications are handled with the supplier prior to approval. The finance team evaluates the PI to verify

it is in line with budget allocations. The PI serves as a reference for future contract discussions. It is a necessary document for completing supplier agreements prior to purchase execution. The procurement team verifies that the PI adheres to the agreed-upon terms and conditions. The approval of the PI triggers the next processes in procurement and order placement.

A proforma invoice is a preliminary bill of sale sent to a buyer prior to the shipment or delivery of goods/services. It details the transaction but is not a legally binding document, such as a business invoice. Proforma invoices often include the following information:

1. Header Information:

- i. Title: "Proforma Invoice"
- ii. Unique Invoice Number
- iii. Issue Date
- iv. Expiration Date (if applicable)

2. Seller's Information:

- i. Company Name
- ii. Address
- iii. Contact Information (Phone, Email, and Website)
- iv. Tax identification or VAT number (if appropriate)

3. Buyers' Information:

- i. Company or Individual Name
- ii. Address
- iii. Contact Information
- iv. Tax identification or VAT number (if appropriate)

4. Transaction Details:

- i. Description of Goods/Services (with Specifications)
- ii. Quantity
- iii. Unit Price

- iv. Total Price
- v. Currency of transaction (USD, EUR, etc.)
- vi. Payment Terms (e.g., upfront payment or net 30 days)
- vii. Delivery Terms (Incoterms like FOB, CIF, and EXW)
- viii. Mode of transport (air, sea, road)
- ix. Estimated Delivery Date

5. Additional Information:

- i. Any relevant discounts and taxes
- ii. Bank information for payment (if necessary)
- iii. Terms & Conditions.
- iv. Authorized signature (if necessary)

4.2.5. Consider Proposals

Arman Engineering Limited thoroughly evaluates supplier offers to compare cost, quality, and delivery schedules. Each proposal is evaluated based on stated criteria. The procurement staff has comprehensive interactions with vendors to clarify any ambiguous wording. Proposals are graded based on their cost efficiency and overall worth. After-sales assistance and warranty are also assessed throughout the evaluation process. The supplier's performance history is reviewed to verify dependability. Any missing details or contradictions in the bids are discussed with the suppliers prior to making a choice. A final evaluation report is being produced for management approval. The procurement team prioritizes bids that fit within the company's budget and project timetable. External industry benchmarks can be utilized to assess supplier price and service levels. The assessment process guarantees that the most suitable supplier is chosen to meet the company's procurement requirements.

4.2.6. Negotiate Terms

After choosing a supplier, Arman Engineering Limited Company begins discussions to settle the contract conditions. Pricing, payment plans, and delivery guarantees are all addressed in depth. The procurement team makes sure that all agreed-upon conditions are documented in writing. Warranty, delay fines, and quality assurance procedures are all discussed. The supplier is requested to produce a final PI based on

the agreed-upon parameters. Negotiations include discussions on any extra value-added services or discounts. Before the agreement is finalized, the legal team evaluates the contractual duties. The supplier and corporate representatives sign a formal agreement to move forward with the procurement. The procurement team guarantees that the final deal serves the company's best interests. Once the talks are completed, the purchase order is issued. The negotiated parameters provide a solid foundation for a seamless procurement process.

4.2.7. Place an Order

Arman Engineering Limited commences the procurement process after obtaining the selected supplier's Proforma Invoice (PI). A purchase order is subsequently sent to the supplier, confirming the agreement and authorizing them to begin manufacturing or service delivery. This agreement establishes a legally enforceable contract between the firm and the supplier, assuring mutual commitment. Before issuing the purchase order, the procurement staff meticulously evaluates the PI to confirm the terms and conditions. To reduce risks, the supplier's qualifications and prior performance are examined. The purchase order comprises information such as the product specs, delivery timeline, and agreed-upon cost. It specifies payment terms, quality standards, and warranty conditions to ensure that corporate rules are followed. The procurement manager approves the order before sending it to the supplier. Regular follow-ups are carried out to guarantee timely processing and adherence to deadlines. Arman Engineering Limited keeps a comprehensive record of all purchase orders for audit and reference reasons. Any changes to the purchase order are informed quickly to avoid misunderstandings. To ensure that transactions go smoothly, the procurement team coordinates with internal departments and the supplier.

Documents involved

Letter of Credit Authorization Form:

Arman Engineering Limited provides a Letter of Credit Authorization Form to ensure safe payments to vendors. This agreement is crucial in foreign transactions since it assures that the supplier will be paid whenever the agreed-upon requirements are met. The finance department prepares the paperwork and submits it to the bank for processing. It comprises crucial information such as the supplier's name, payment amount, and payment terms. The document gives confidence to both the buyer and the provider, reducing financial risk. The bank analyzes the authorization form to ensure that the transaction is legitimate. The

procurement and finance teams collaborate closely to verify that all criteria listed in the form are consistent with the purchase order. Any inconsistencies are resolved before submission to avoid delays. Once authorized, the bank issues a letter of credit in favor of the provider. The supplier is informed of the authority to proceed with production or service delivery. The Letter of Credit Authorization Form is often used to reference internal financial information.

A Letter of Credit (LC) Authorization Form normally includes the necessary information to conduct and authorize an LC transaction between a buyer, seller, and bank. The information on the form typically includes:

1. Applicant (Buyer) Information:

- i. Name and address of the application (importer or buyer)
- ii. Contact information (phone and email)
- iii. Business registration number (if relevant).

2. Beneficiary (Seller) Information:

- i. Name and address of the beneficiary (exporter or sale)
- ii. Contact information (phone and email)
- iii. Bank information (account number, SWIFT code, IBAN, etc).

3. Letter of Credit Details:

- i. Types of LC: irrevocable, revocable, sight, usage, standby, etc.
- ii. LC amount (currency, value)
- iii. The date and location of expiration
- iv. Partial shipments are allowed (Yes/No).
- v. Transshipment authorized (Yes/No)

4. Terms of Payment and Shipping:

- i. Payment conditions (at sight, deferred, etc.)
- ii. Shipping conditions (FOB, CIF, EXW, etc.)
- iii. Port of loading and destination.
- iv. Shipping deadline

5. Documents Required Under the LC:

- i. Commercial Invoice
- ii. Packing list
- iii. Bill of lading / Airway bill
- iv. Insurance Certificate
- v. Certificate of Origin
- vi. Inspection certificate (where appropriate).

6. Issuing Bank Information:

- i. Name and address of the issuing bank.
- ii. Contact information (phone and email)
- iii. SWIFT/BIC Code

7. Advising bank information (if relevant):

- i. Name and address of the advisory bank.
- ii. SWIFT/BIC Code

8. Special Instructions:

- i. Additional Terms & Conditions
- ii. Specific compliance needs.

9. Authorization and Signatures:

- i. Signatures from authorized signatories
- ii. Date of Authorization

Application for Opening Letters of Credit:

Arman Engineering Limited submits an Application for Letter of Credit to begin safe payment operations. This official request is made to the bank to ensure that the supplier receives payment after satisfying the agreed-upon requirements. The application includes information such as the total invoice amount, payment schedule, and shipment details. The finance department reviews it to guarantee its correctness and compliance with business regulations. To make the process go more smoothly, the procurement team

provides the relevant documentation. Before continuing, the bank reviews the application and the company's creditworthiness. Any changes to the application are made in consultation with the supplier and the bank to guarantee clarity. Once authorized, the bank offers a Letter of Credit as a payment guarantee. Before receiving payment, the provider must produce papers showing compliance with the contract requirements. Arman Engineering Limited monitors the status of the letter of credit to avoid payment delays. The document remains a critical component of the company's financial management system. Proper documentation and verification methods are used to ensure transparency in the purchase process.

Proforma invoices (PI):

The Proforma Invoice is an important document in Arman Engineering Limited's purchase procedure. It is sent by the supplier in response to the company's request for proposal (RFP). The PI specifies price, terms, and specifics for the goods or services that the provider may deliver. It serves as a formal offer, allowing the firm to determine pricing and delivery schedules. Before continuing, the procurement team confirms that the PI meets internal standards. Any required conversations about pricing or specs take place at this point. The PI specifies payment conditions, delivery information, and tax consequences. It acts as a guide for creating the purchase order. Prior to adopting the PI as part of the procurement procedure, management must approve it. The PI is used by the finance department to handle payments and create budgets. To minimize difficulties in subsequent phases, the provider must guarantee that the PI is accurate. Arman Engineering Limited keeps track of all received PIs for auditing and procurement analysis. The paper serves as a preliminary contract before issuing the final purchase order.

Insurance Coverage Note:

Arman Engineering Limited assures that all products carried are protected by an Insurance Cover Note. This document is issued by an insurance provider to safeguard against loss or damage in transportation. It is required for shipments arriving by air or sea to protect the company's financial interests. The procurement team works with insurance carriers to get comprehensive coverage. The cover letter provides important information such as the insurance value, cargo details, and coverage term. The finance department examines the terms of the insurance policy to guarantee proper coverage. A copy of the Insurance Cover Note is distributed to the logistical crew for reference. The agreement gives both the

organization and the supplier peace of mind by lowering the risks involved with transportation. The insurance coverage provides reimbursement in the event of any damages, hence limiting financial loss. The procurement staff monitors all insurance plans and their validity periods. The timely renewal of insurance policies is managed to assure continued protection. Proper paperwork is kept for legal and economic reasons.

A marine cover note is a temporary insurance document provided by an insurer or broker to provide proof of marine insurance coverage until a permanent policy is obtained. It normally includes the following information:

1. General Information:

- i. Cover note number
- ii. Date of Issue
- iii. Name and address of the insured (policyholder).
- iv. Name of the insurance firm or broker.
- v. Period of coverage (validity dates).

2. Risk and Cargo Details:

- i. Description of the products being insured (kind, amount, and value).
- ii. Packing specifications (e.g., containerized, bulk, etc.)
- iii. Mode of conveyance (ship, air, rail, road)
- iv. Voyage information (origin and destination).
- v. Name of the ship or carrier (if applicable)
- vi. Bill of Lading or Airway Bill Number (if Available)

3. Coverage and Policy Terms:

- i. maritime cargo, hull, or freight insurance.
- ii. Sum insured (the entire insured value of the items or vessel).
- iii. Type of coverage (e.g., ICC A, B, or C clauses)
- iv. Deductibles or excess (if applicable)
- v. Special conditions or exclusions.

4. Premium and Payment Terms:

- i. Premium amount (if specified)
- ii. Payment terms (e.g., prepaid or payable later).

5. Claims and Legal Information:

- i. Claims procedure and contact information for claim reporting
- ii. Jurisdiction and Governing Law

4.2.8. Clearance of goods

Clearance of products is an important phase in the procurement process at Arman Engineering Limited Company, ensuring that imported commodities conform with customs requirements before they are released for trade. This procedure entails reviewing documents, computing responsibilities, and assuring regulatory compliance. Proper clearance reduces delays, fines, and promotes seamless trade processes. The organization uses a planned method to ensure smooth customs clearance while adhering to all regulatory criteria. To avoid supply chain delays, the logistics and procurement teams work together seamlessly to accomplish all formalities on time. The business guarantees that all imported items meet the project's specifications, preventing any anomalies in customs declarations. Compliance with international trade rules and national regulations is essential to ensuring a smooth import procedure. All shipments are thoroughly checked to ensure that they fulfill the required quality and safety requirements. Arman Engineering Limited Company works closely with customs officials to optimize clearance operations. To minimize legal issues, the company ensures that tariffs and taxes are calculated and paid appropriately. The organization avoids needless demurrage costs by adhering to a structured methodology. Efficient customs clearance is important to the company's commitment to on-time project delivery and cost-effective procurement.

Documents involved

Commercial Invoices:

The commercial invoice is an important document in the clearing process for Arman Engineering Limited firm, since it details the sale of products and services from the seller to the firm. This document is issued by the supplier and contains important information such as a description of the products, quantity, price,

and payment conditions. It acts as proof of the transaction and is a necessary component for customs clearance. Customs authorities use the commercial invoice to determine the appropriate duties and taxes. Arman Engineering Limited Company guarantees that the invoice has precise information to avoid problems. Errors in commercial invoices can cause delays in the clearance process, affecting project timeframes. Before submitting information to customs, the procurement team validates it. To achieve uniformity, the organization uses a standardized commercial invoice format. This document is also used as a reference for financial audits and tax computations. Proper paperwork allows for efficient contact with customs authorities and logistical suppliers. Any changes or revisions are made quickly to minimize supply chain interruptions. The firm collaborates closely with its suppliers to guarantee compliance with local and international legislation.

A commercial invoice is an important document used in international commerce that records the transaction between a seller (exporter) and a buyer (importer). It supplies customs officials with critical information for import/export clearance.

Key Information on a Commercial Invoice:

1. Seller and Buyer Information:

- i. Exporter (Seller) Details: Name, address, and contact information
- ii. Importer (Buyer) Details: Name, address, and contact information

2. Invoice Details:

- i. Invoice Number is a unique reference number.
- ii. Invoice Date: When the invoice was issued.
- iii. Reference numbers include purchase orders, proforma invoices, and sales contracts.

3. Shipping and Transportation Details:

- i. Port of Origin: Where the shipment begins
- ii. Port of Destination: The final destination for products
- iii. Mode of transportation: air, sea, road, or rail
- iv. shipment Terms (Incoterms): define duties for shipment, insurance, and expenses (e.g., FOB, CIF, EXW).

- v. Bill of lading or air waybill number

4. Product and Pricing Information:

- i. Goods are described in detail, including their kind, grade, quality, model, and brand.
- ii. HS Code (Harmonized System Code): A customs classification code
- iii. Quantity: The number of units, weight, or volume.
- iv. Unit price: Price per unit.
- v. Total value is the cost of all things in the package.
- vi. Currency: US dollars, Euros, etc.

5. Payment and Banking Details:

- i. Payment terms include Net 30, Letter of Credit (LC), and Advance Payment.
- ii. Bank Details: If payment is made by bank transfer, the seller's bank information is required.

6. Taxes, Duty, and Insurance:

- i. applicable taxes and duties (if any)
- ii. Insurance Costs (if applicable)

7. Certification and Signature:

- i. Declaration Statement: A statement that confirms truth and validity.
- ii. Authorized Signature: The seller's signature or stamp

Packing list:

The packing list is an important document in the procurement and clearance procedure at Arman Engineering Limited Company. It contains a thorough breakdown of the cargo, including product descriptions, numbers, packing information, net weight, and gross weight. This document is issued by the supplier and serves to verify the contents of the package upon arrival. Customs officers utilize the packing list to ensure that the physical cargo matches the stated goods. Arman Engineering Limited Company guarantees that the packing list is correct to avoid errors during inspection. This document helps the logistics team manage warehouses and track inventory. Errors in the packing list might cause shipment

delays and extra clearing time. Proper paperwork helps you avoid customs inquiry and needless demurrage charges. The procurement staff verifies that each packing list corresponds to the commercial invoice for smooth processing. To ensure uniformity, the organization asks suppliers to use a defined format. The packing list also helps with quality control by ensuring that the proper products were transported. A well-prepared packing list improves the efficiency of the supply chain operation.

A packing list (sometimes called a packing slip, shipping list, or delivery note) is a document that describes the contents of a package. It is used by shippers, carriers, and receivers to verify the things being shipped.

Packing lists often include the following information:

1. Shipper's Information:

- i. Company Name
- ii. Address
- iii. Contact information

2. Information for the consignee (receiver):

- i. Name of the recipient/company.
- ii. Address
- iii. Contact information

3. Invoice/Order Number:

- i. A tracking number for the package

4. Date of Shipment:

- i. The date the products were dispatched

5. Item Details:

- i. Description for each item
- ii. Quantity for each item
- iii. Weight and/or size (if appropriate)
- iv. SKU, or product codes.

6. Packaging Details:

- i. Quantity of boxes, crates, pallets, etc.
- ii. Type of packing used (for example, cartons or plastic wrap)

7. Shipping Method:

- i. Transportation modes include air, sea, road, and courier.
- ii. Name of the transportation or logistics firm

8. Special instructions (if applicable):

- i. Handling instructions (e.g., "fragile," "keep dry")
- ii. Temperature control requirements:
- iii. Customs-related remarks (if for overseas shipment).

9. Signature or Stamp (optional):

- i. Proof of verification from the shipper or receiver

Bill of lading:

The bill of lading is an important shipping document in the import procedure of Arman Engineering Limited Company. It is provided by the carrier or shipping line to confirm the receipt of goods for shipment. This document includes important information such as the shipper, consignee, notify party, description of commodities, vessel name, and voyage number. The bill of lading is confirmation of shipping and ownership of commodities during transit. Arman Engineering Limited Company verifies that the information in the bill of lading corresponds to other shipping papers. It is a necessary condition for cargo discharge at the destination port. Before customs clearance, the procurement team analyzes the bill of lading to ensure that shipping data are correct. Any inaccuracies in the paperwork might cause delays in cargo release. The bill of lading is also required for insurance claims in the event of damage or loss in transportation. The firm communicates with freight forwarders to guarantee that the document is received on time. The proper processing of the bill of lading ensures that items are cleared swiftly and transferred to project locations with minimal delays. Compliance with international commerce rules is achieved by correct paperwork and verification procedures.

A Bill of Lading (BOL or BL) is an important document in shipping and logistics since it functions as a receipt for goods, a contract of carriage, and a document of title. It includes the following crucial information:

1. **Shipper Information**-Name and address of the sender (exporter).
2. **Consignee Details**-The receiver's name and address (importer or buyer).
3. **Notify Party**-Contact information for the person or entity to be contacted upon cargo arrival.
4. **Carrier Information**-The name of the shipping line, airline, or trucking business responsible for the conveyance.
5. **Bill of Lading Number**-A unique reference number for tracing the cargo.
6. **Port of Loading and Discharge**-The origin and destination ports where commodities are loaded and discharged.
7. **Place of Receipt and Delivery**-The original pickup and ultimate delivery location (particularly for multimodal goods).
8. **Shipment Details**: Number of packages, weight (gross/net), volume, and measurements.
9. **Products Description**- The type of products, including markings, numbers, and, on occasion, HS codes.
10. **The freight terms** specify whether the freight is prepaid (paid by the sender) or collect (paid by the receiver).
11. **Mode of Transportation**- Indicates whether the shipment will be transported by sea, air, rail, or road.
12. **Container and Seal Numbers**-If relevant, provide the container identification and security seal numbers.
13. **Incoterms**- are trade words that establish buyer and seller duties (for example, FOB, CIF, and EXW).
14. **Date of Shipment**: The date the goods were loaded into the vessel, vehicle, or plane.
15. **Signature and Authentication**: Signed by the carrier or its representative, making it legally binding.

Certificate of origin:

The certificate of origin is an important document in the customs clearance procedure at Arman Engineering Limited Company. It confirms the country in which the items were made or produced. This document is used by customs officials to establish the taxes and levies that will apply to imported goods. To avoid regulatory complications, the organization guarantees that all imported items carry an accurate certificate of origin. The certificate is issued by authorized entities to verify the veracity of the origin claim. Proper documentation minimizes possible conflicts over favorable tariff concessions. Arman Engineering Limited Company maintains adherence to trade agreements that give tariff benefits. The logistics staff works with suppliers to secure the relevant certificates before shipping. Any erroneous or missing information on the certificate of origin might cause delays in customs clearance. The company guarantees that all certifications are checked before they are submitted to customs officials. Proper management of these papers promotes seamless trade operations and regulatory compliance. A genuine certificate of origin provides openness and accountability throughout the purchase process.

A Certificate of Origin (CO) is an official document that identifies the nation where a product was created. It is frequently used for international trade and customs clearance. A Certificate of Origin normally includes the following information:

1. **Exporter Details** - The name, address, and contact information for the firm or individual exporting the products.
2. **Consignee Information** - The name, address, and contact information for the recipient or purchaser of the goods.
3. **Nation of Origin** - The nation where the items were made or produced.
4. **Description of Goods** - Detailed information about the items, such as name, number, weight, and other pertinent details.
5. **Harmonized System (HS) Code** - The categorization code for items based on international trade standards.
6. **Invoice Number and Date** - Refer to the business invoice for the shipping.

7. **Shipping Details** - Include information on the mode of transportation (e.g., sea, air, land), departure and arrival ports, and projected delivery date.

8. **Declaration by the Exporter** - A signed declaration from the exporter stating that the information given is correct.

9. **Certifying Authority's Seal and Signature** - Issued by an authorized entity (such as a Chamber of Commerce or a government agency) to validate the certificate.

Beneficiary's Certificate:

The beneficiary's certificate is a crucial document for Arman Engineering Limited Company as it ensures contractual compliance. The supplier issues this certificate to affirm that the cargo was completed in accordance with the terms of the contract. It provides as confirmation that the provider fulfilled their duties under the purchase agreement. This document is required for verification by the firm before any payments are processed. A beneficiary's certificate is frequently required under a letter of credit (LC) arrangement. It assures both the buyer and the financial institutions engaged in the transaction. The procurement team evaluates this document to verify that all contractual obligations are satisfied. Any inaccuracies in the certificate might cause payment and shipping clearance delays. To guarantee consistency, the organization uses a defined format for this document. Proper documentation of the beneficiary's certificate is beneficial for legal compliance and financial audits. To minimize shipping delays, the provider must issue this certificate appropriately. This document is critical to keeping suppliers accountable.

A Beneficiary's Certificate is a document that certifies a beneficiary's identification and entitlements under a certain agreement, policy, or legal structure. The certificate's contents vary depending on the purpose (e.g., insurance, trusts, wills, pensions), but they commonly include:

1. Details about the beneficiary:

- i. Full Name
- ii. Date of Birth
- iii. Address

- iv. Identification information (passport, national ID, or social security number).

2. Issuer Information:

- i. Name of the organization or institution that issued the certificate
- ii. Contact information of the issuer

3. Reference Details:

- i. Policy number, Trust ID, or Reference number
- ii. Date of issuance

4. Rights & Entitlements:

- i. Description of benefits to which the beneficiary is entitled.
- ii. Conditions or limits to the benefits

5. Legal Clauses:

- i. Terms and conditions for the beneficiary's entitlement
- ii. Any legal disclaimer or obligation

6. Authorized Signatures and Seal:

- i. Signature of an authorized representative of the issuing body.
- ii. Official seal or stamp of the issuing institution.

7. Validity and Expiry Information (if relevant):

- i. Expiry date, renewal terms, or any time-related constraints

Shipping Advice:

Shipping advise is a critical notification document used by Arman Engineering Limited Company to track shipments efficiently. This document is supplied by the provider and includes information such as the date of shipping, projected delivery date, and tracking number. It gives real-time updates on the shipment's status. This document is used by the firm to arrange for receiving and storing items. The procurement and

logistics teams rely on shipping expertise to guarantee proper collaboration with customs officials. Delays in getting shipping instructions might cause disruptions in the supply chain. Arman Engineering Limited Company assures that its suppliers deliver timely and accurate shipment information. This paper can help you schedule warehouse activities more efficiently. The organization keeps track of shipping advice for audit and compliance purposes. Proper communication between suppliers and the procurement staff ensures that shipments are tracked accurately. The document is critical in determining delivery timeframes and avoiding demurrage charges. Shipping guidance is an essential component of running an effective supply chain.

A shipping advisory is a document or notification provided by a seller, supplier, or shipping firm to inform the receiver (buyer, consignee, or other relevant parties) of the shipment's information. It normally contains the following information:

1. Basic Shipping Details:

- i. Shipment reference number (e.g., invoice, purchase order, or bill of lading number)
- ii. Date of shipping
- iii. The expected delivery date
- iv. Shipping mode (e.g., air, sea, road, or rail)
- v. Carrier information (e.g., shipping company, courier, or logistics provider)

2. Sender and Receiver Information:

- i. Shipper's name, address, and contact information.
- ii. Consignee's name, address, and contact information
- iii. Notify the party (if different from the consignee)

3. Goods Description:

- i. Item description (for example, product name, model, and SKU)
- ii. Number of products sent
- iii. Weight and dimensions of the cargo
- iv. Packaging information (e.g., cartons, pallets, or containers)

- v. HS Code (Harmonized System Code) for customs categorization (when shipping internationally)

4. Shipping and Tracking Details:

- i. Tracking Number
- ii. Shipping route and port of loading/unloading (international cargo)
- iii. Mode of transportation (e.g., FCL, LCL, Express, or Freight)
- iv. Customs paperwork information (if applicable)

5. Payment and Insurance Information:

- i. Freight terms (such as FOB, CIF, DDP, and EXW)
- ii. Insurance coverage information (if relevant)
- iii. Payment conditions and manner (if not yet agreed)

6. Additional Instructions:

- i. Special handling instructions (e.g., delicate or temperature-sensitive)
- ii. Regulatory or compliance obligations.

4.2.9. Receive and inspect goods

Goods supplied to Arman Engineering Limited must be properly examined to verify they satisfy the agreed-upon criteria. The procurement staff should check the delivered products against the purchase order and contract terms. Any inconsistencies in quantity, quality, or standards must be reported immediately. Damages or faults must be notified to the provider, along with photographic documentation. If required, the corporation should seek a replacement or compensation for defective products. The inspection procedure should involve checking the packing integrity to ensure that no products were damaged during shipment. A checklist should be used to ensure that all components, parts, and accessories are present. If necessary, technical specialists should perform functioning testing before accepting the items. Accepted items must be properly stored to avoid damage before they are used. For record-keeping purposes, an authorized official should sign off on the inspection report. If there are any concerns that need to be addressed, a non-conformance report must be sent. All discussion with the supplier about inconsistencies should be documented for future reference.

4.2.10. Payment

Payment for items delivered to Arman Engineering Limited should not be processed until all agreed-upon terms have been met. Before approving payments, the finance department must compare invoices to purchase orders and delivery receipts. Payments shall be made in accordance with the contractual conditions, whether via a letter of credit, bank transfer, or other means. The organization must guarantee that all pricing, taxes, and other costs are correctly reflected on the final invoice. Any anomalies in the invoice must be handled with the supplier prior to payment. If a letter of credit is utilized, the bank should ensure that all required documentation have been presented before releasing payments. Timely payments assist to build a solid connection with suppliers and assure future dependability. Delayed payments should only occur in justifiable circumstances, such as disagreements over delivered products. To ensure responsibility, the finance staff should use internal approval processes. All payment transactions must be recorded in the company's financial system to ensure transparency. Any tax consequences of the payment should be carefully considered to guarantee regulatory compliance. Suppliers should be notified when payment is complete, along with evidence of transfer if appropriate.

Documents Involved

Bank Proforma Invoices:

The bank issues a Bank Proforma Invoice that summarizes all charges linked to the letter of credit and associated services for Arman Engineering Limited. It breaks down fees, such as processing charges, currency conversion rates, and transaction expenses. This document acts as a preliminary invoice before the final commercial invoice is produced. Before proceeding with any other financial activities, the finance staff must evaluate this invoice to guarantee its correctness. Any anomalies in bank charges should be addressed with the bank to avoid overpaying. The procurement team should keep a copy of this document for reconciliation reasons. The proforma invoice should correspond to the agreed-upon payment conditions in the letter of credit. The finance department should guarantee that all costs fall within the agreed budget. If any additional costs are imposed, they should be confirmed for authenticity. This document is required for internal accounting and auditing procedures. The bank proforma invoice should be kept alongside other procurement records for future reference. Any issues about the proforma invoice should be addressed immediately to minimize delays in procurement processes.

Commercial Invoices:

A Commercial Invoice is the final document produced by a supplier or bank for a transaction with Arman Engineering Limited. It includes the total amount due, detailed specifications of the products, and the payment conditions agreed upon. The finance department should ensure that the information on the commercial invoice corresponds to the purchase order and delivery receipt. Any discrepancies should be identified and corrected before proceeding with payment. The invoice should include information about the supplier, the description of the items, the unit pricing, and the overall cost. The provider should sign and stamp the paperwork to ensure validity. This invoice is essential for accounting records and financial reporting. The procurement team should keep a copy for future reconciliation. If the invoice is issued in a foreign currency, the exchange rate should be confirmed. This document is also used to calculate taxes and ensure compliance with financial legislation. A well-organized database of business invoices facilitates audits and future financial planning. Any changes to the commercial invoice must be disclosed and accepted in writing before the transaction may be completed.

A Bank Proforma Invoice is a preliminary invoice issued prior to the completion of a financial transaction. It is commonly used in international commerce, letters of credit, and bank financing. It is a quote rather than a demand for money.

Key Information on a Bank Proforma Invoice:

1. Header Information:

- i. "Proforma Invoice" label
- ii. Invoice Number
- iii. Date of Issue
- iv. The validity period of the invoice

2. Seller's (Exporter's) Details:

- i. Company Name
- ii. Address
- iii. Contact information (phone, email, and website)
- iv. Bank details (for payments)

3. Buyer's (Importer's) Details:

- i. Company Name
- ii. Address
- iii. Contact Information
- iv. Tax or business ID number (if relevant)

4. Bank Details (Payment):

- i. Bank Name
- ii. Bank Address
- iii. Swift Code
- iv. IBAN, or Account Number
- v. Beneficiary's Name

5. Product/Service Specifications:

- i. Product/Service Description
- ii. Quantity
- iii. Unit Price
- iv. Total Amount
- v. Currency: USD, EUR, GBP, etc.

6. Terms of Sale (Incoterms 2020):

- i. Examples include EXW, FOB, CIF, and DDP
- ii. Place of Delivery

7. Payment Terms:

- i. Advance payments, letters of credit (L/C), bank transfers, and so forth
- ii. Due date (if relevant)

8. Shipping and Delivery Information:

- i. Mode of transportation (Air, Sea, Land)
- ii. Estimated shipment date
- iii. Port of loading and destination

9. Additional Notes:

- i. Special conditions or instructions
- ii. Legal Disclaimers

Bill of entry:

Arman Engineering Limited relies heavily on the Bill of Entry while conducting international trade and customs clearance. It provides specific information about the imported items, such as descriptions, classifications, and relevant tariffs. The import team must check that all information in the bill of entry correspond to the purchase order and commercial invoice. This document acts as a declaration to customs officials and must be correct to avoid legal ramifications. To guarantee that import restrictions are followed, the finance department should verify tariff computations. Any anomalies in the bill of entry should be immediately reported to the customs broker or regulatory authorities. A fully filled-out bill of entry helps to avoid customs processing delays. To avoid fines, the paper must be submitted within the deadline specified. The logistics staff should monitor the clearance procedure to guarantee that items are delivered on schedule to the organization. This document is required for tax filing and regulatory compliance. The bill of entry should be kept safe for future reference and auditing reasons. If changes are required, they should be addressed through the appropriate customs procedures.

A bill of entry includes the following information:

1. Importer Details:

- i) The name and address of the importer.
- ii) Import-Export Code (IEC).

2. Exporter Details:

- i) The name and address of the exporter
- ii) Country of origin and country of shipment

3. Customs Office Information:

- i) Name of the port of entry or customs station

4. Shipping Details:

- i) Name of the vessel or aircraft, as well as the trip or flight number
- ii) The bill of lading (B/L) or airway bill (AWB) number and date

5. Goods Description:

- i) A full description of the products
- ii) The Harmonized System (HS) Code of the items

6. Quantity and Value:

- i) Quantity (measured in weight, volume, or units)
- ii) The declared worth of the products (CIF value: cost, insurance, and freight).
- iii) Currency utilized in appraisal

7. Duties and Taxes:

- i) The applicable customs duty, IGST, and other taxes.
- ii) The total amount of duties and taxes paid or owed.

8. Invoice and Supporting Documents:

- i) Commercial invoice information, such as the number and date.
- ii) Packing list, insurance certificate, and other pertinent documentation.

9. Type of Bill of Entry:

- i) Whether it is for household use, storage, or ex-bond clearing.

10. Other Details:

- i) Declaration from the importer or agency.
- ii) Any exclusions or benefits sought through trade agreements or programs.

commodities and serves as a declaration by the importer or their authorized representative.

4.2.11. Record

Maintaining accurate procurement records is critical for openness and accountability at Arman Engineering Limited. Every transaction, including purchase orders and payments, should be recorded for future reference. Proper documentation facilitates audits and assures compliance with business regulations. The procurement team should set up a centralized system to store all procurement records. Backups of digital documents should be performed on a regular basis to avoid data loss. Physical copies of crucial papers should be preserved securely and classified correctly. Maintaining records aids in the resolution of issues with suppliers and regulatory bodies. All workers participating in procurement should adhere to established record-keeping practices. Access to critical financial documents should be limited to only authorized persons. Keeping records also helps to evaluate supplier performance for future purchasing choices. A structured documentation system promotes effective productivity and minimizes administrative inefficiencies. Periodic record checks are recommended to guarantee compliance with legal and business obligations.

CHAPTER - 5: INTERNSHIP RELATED TASK & RESPONSIBILITIES



CHAPTER FIVE

5.1. The work process, from order placement to receiving the final goods

5.1.1. First step: take detail measurement of glass sizes from the project site.

At first, our technicians take the detail measurement of glass sizes from the project site. Our site engineer gives us the purchase order list of different glass sizes in the form of CAD drawing, Excel, and PDF version. In the purchase order list, it contains glass description, code number, height, width, quantity, sqm etc.

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Level	Description	Width (mm)	Height (mm)	Length (mm)	Weight (kg)	Area (m²)	Volume (m³)	Price (€)
Level 6	Item L006-BLACK (L006M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.48	1.4	0.04	
Level 7	Item L007-BLACK (L007M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.48	1.4	0.04	
Level 8.1	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.50	1.3	0.05	
Level 8.2	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	800	2.18	1.1	0.03	
Level 8.3	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.50	1.3	0.05	
Level 8.4	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	800	2.18	1.1	0.03	
Level 8.5	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.50	1.3	0.05	
Level 8.6	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	800	2.18	1.1	0.03	
Level 8.7	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.50	1.3	0.05	
Level 8.8	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	800	2.18	1.1	0.03	
Level 8.9	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.50	1.3	0.05	
Level 8.10	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	800	2.18	1.1	0.03	
Level 8.11	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.50	1.3	0.05	
Level 8.12	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	800	2.18	1.1	0.03	
Level 8.13	Item L008-BLACK (L008M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.50	1.3	0.05	
Level 11	Item L011-BLACK (L011M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.47	1.4	0.04	
Level 12	Item L012-BLACK (L012M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.47	1.4	0.04	
Level 13	Item L013-BLACK (L013M04) AR000+Des CLAR T000000 (GLASS)	1215	8	1000	2.47	1.4	0.04	
TOTAL					94		1.06.04	

Figure: Purchase order list issued by site engineer

5.1.2. Second step: we attach CAD drawing, Excel & PDF version of the purchase order that we get from the site.

Secondly, we attach CAD drawing, Excel, and PDF version of the purchase order that we get from the site engineer. In this purchase order list, we contain a detail description of glass, HS code (Harmonized System code), and it's per kg weight, per kg height, per kg length and its quantity.

5.1.3. Third step: we have placed purchased order to supplier.

Thirdly, we have placed purchased order (CAD drawing, PDF, Excel etc.) to supplier through email. Then supplier acknowledge the order and keep the order in the system for reviewing.

5.1.4. Fourth step: supplier provide formal sales contract for particular project.

Once supplier receive the order, they check with their factory whether raw materials for producing the purchase order is available or not. After checking with the factory, supplier provide formal sales contract for particular project which contains price of the glass or materials for our approval.

5.1.5. Fifth step: Supplier issue Proforma Invoice (PI) .

Supplier issue Proforma Invoice (PI) on the basis of purchase order. PI includes buyer name, seller name, detail description of the goods, quantity in sqm or weight, price, total amount of the goods etc. Most of the time, supplier sent Proforma Invoice (PI) through email, but sometimes they also sent PI through WhatsApp, WeChat etc.



HONG KONG SOUTHERN GLASS TRADING CO., LTD.
ROOM 3805-6, SINGGA COMMERCIAL CENTRE, 144-151 CONNAUGHT ROAD WEST, HONG KONG
Tel: 352-2559 8088 Fax: 352-2559 8708

Proforma Invoice

THE BUYER: ARMAN ENGINEERING
ADDRESS: Islam Tower, 4th floor, 464/1, DIT Road, Rampura, Dhaka-1219, Bangladesh
TEL / FAX: +88 01844 078961
EMAIL: arman@armanengineering.com
CONTACT: Arman Das
CONTRACT NO.: HKKH2301001-26
ISSUED PLACE: HONG KONG
PROJECT: Green View Resort-M3

THE SELLER: Hong Kong Southern Glass Trading Co., Ltd.
ADDRESS: Room 3805-6 Singga Commercial Centre, 144-151 Connaught Road West, Hong Kong
TEL / FAX: +851 507231369; +86 136 0025 0051
EMAIL: frankwang@scgsholding.com
CONTACT: Frank
ISSUED DATE: 3-Sep-23

ACCORDING TO "CIVIL CODE OF THE PEOPLE'S REPUBLIC OF CHINA" HEREBY THE BUYER CONFIRMS TO BUY THE COMMODITIES BELOW UNDER THE FOLLOWING TERMS AND CONDITIONS:

Glass Mark	Outglass size		Innerglass size		QTY Pcs	SQM (m²)	Weight (KGS)	UNIT PRICE USD/SQM	AMOUNT USD
	H-mm	W-mm	H-mm	W-mm					
6C FT (5J79)#2 + 12A + 6C FT //									
N4-A2 //	1784 //	519 //			1 //	1.64 //	49.38 //		
	Sub Total				1	1.64	49.38		
6C FT (5J79)#2 + 12A + 6C FT //									
N4-A1 //	1071 //	519 //			1 //	1.81 //	72.74 //		
	Sub Total				1	1.81	72.74		
	Total				2	3.45	122.12		
L/C Payment									
T/T Payment									

*HS: Heat strengthened glass; FT: Full tempered glass; Ar: 65% Argon filled space; C: Clear Glass.

TOTAL AMOUNT:
SAY US DOLLARS ONE HUNDRED AND FIVE AND CENTS NINETY-THREE ONLY.

Notes:
 1. General Term: price is based on Regular Shape, Ground Edge, Glass Cutting Usage: >85%. The minimum chargeable size is 0.5m²;
 2. Insulating Glass: Common silver Aluminum Spacer, regular Chinese brand silicone sealant, Maximum Sealant thickness <10mm;
 3. Extra charge for ceramic screen foil: USD330/pattern should be charged for the silk screen if the order quantity is less than 200m² of each pattern;
 4. Extra charge for sealant bits over than 10mm: 1.0 USD/SQM/mm for 12mm spacer;
 5. Extra charge for Heat Soak Testing of Tempered Glass: 0.35USD/SQM/mm;
 6. Extra charge for shaped glass: +10%;
 7. Extra charge for edge polishing: 1.0 USD/m for monolithic (thickness <13mm);
 8. Extra charge for stepped glass: \$2.00 for one side and \$4.00 for two sides would be added with base price for stepped glass HQU and offset <35mm;
 9. Transportation: Crating and Port and Fuel Container Load;
 10. Extra Charges for: Hole Fabrication, Not full container load transportation etc. to be confirmed as per the technical details and purchase order;
 11. The calculation area of irregular will base on Minimum tolerance area of the irregular shape (circumscribed area);
 12. Extra charge for special narrow glass (L:W > 6:1): +30%;
 13. Shipping documents should be shared by email before dispatch to bank.

REMARKS:
 1. CLASS OF PRICE: CIF (Incoterms 2000) Crating based on 20GP or 40GP HQ FCL.
 2. TERMS OF PAYMENT: From total PI value, 50.82% (net) will be paid by L/C, Balance by advance T/T.
 3. DELIVERY TIME: 4-6 weeks from the date of confirmed order and payment received.
 4. STANDARD: ASTM STANDARDS.
 5. OTHERS: Heat Soak Test is NOT included.
 6. TEMPERING LOGO: CSQ Standard Logo.
 7. DOCUMENT TO BE REQUIRED: According to LC requirement.

BANK DETAILS:
 BANK NAME: BANK OF CHINA (HONG KONG) LIMITED
 BANK ADDRESS: 111-119 DES VOEUX ROAD WEST, HONG KONG
 BENEFICIARY: HONG KONG SOUTHERN GLASS TRADING CO., LTD.
 BENEFICIARY ADDRESS: ROOM 3805-6 SINGGA COMMERCIAL CENTRE, 144-151 CONNAUGHT ROAD WEST, HONG KONG
 USD ACCOUNT NO.: 012-551-9-2032755
 SWIFT CODE: BKCHHKHH

The scanned copy of this PI is valid / Thanks for your business!

The Buyer



(Sign & Chop)
Arif Mahmud
 Executive Director
 Arman Engineering
 03 SEP 2023

The Seller



(Sign & Chop)

Figure: PI issued by supplier

5.1.6. Sixth step: checking the price with the sales contract. If everything okay we confirm the PI.

We check the goods description, height, width, quantity etc. mentioned in the Proforma Invoice with our purchase order. Then we check the price with the sales contract. If price and other information in the PI is okay, we confirm the PI with stamped and sign through email or another trustable medium.

5.1.7. Seventh step: after confirming PI we provide LC Application, Bank PI, LCA form, Marin Cover Note to the bank for opening LC.

After confirming the PI (proforma invoice) that we received from the supplier, we have taken initiative to open LC (letter of credit) on the basis of our purchase order and proforma invoice through bank where we have business account. Then we provide LC Application, Bank PI, LCA (letter of credit authorization), price reference (bill of entry, Alibaba.com etc.), Marin Cover Note to the bank for opening LC.

Note: The PI that we will issue in bank, is not the PI that we have received from our supplier. We create PI (proforma invoice) by ourselves. Under the PI we mention weight of the glass because custom calculates weight of the glass, HS code, quantity. We only mention aluminium profile in PI and avoid other information regarding the classification of aluminium profile to our assigned bank. We do this because most of the time we have multiple projects in this case it is not possible to submit multiple PI (proforma invoice) in bank. So, for overcoming this issue we create an overall summary of these multiple projects under one PI (proforma invoice) so that the bank authority can easily understand the overall scenario of the PI (proforma invoice) at a glance. We often have done this activity where Supplier issue us PI value of 5000kg we create 5700kg of PI. We increase our PI value 700kg because we include other glasses from another project. We increase PI value because the weight of glasses may increase or decrease or glasses can be added. It will not create any problem if we consider additional weight under PI value but it will create problem if we consider less weight.

ARMAN ENGINEERING LTD.

Ref: Exim/HOC/2024/0909001

Date: 09th December, 2024

To

VP & Manager

Export Import Bank of Bangladesh Ltd.

Head Office Corporate Branch

"Symphony", Plot# SE(F):9, Road# 142,

Gulshan Avenue, Gulshan-1, Dhaka-1212.

Subject: Application for opening L/C value \$3,34,870,62

Dear Sir,

We shall be highly appreciated, if you will arrange to open L/C in favor of **Hong Kong Southern Glass Trading Co., Ltd.** and send document by SWIFT for importation of Glass.

The L/C opening charges may kindly debit from current A/C No. ***** and advise us.

Thanking you in anticipation.

|

Thanking You



For ARMAN ENGINEERING LTD.

A/C NO. *****

Islam Tower, 4th floor, 464/H, DIT Road, Rampura,
Dhaka-1219, Bangladesh, Tel: +88-02-55128827-28
IP Number: +88-09614500703, E-mail: info@armanengineering.com
Web : www.armanengineering.com



Figure: LC opening application

 GUANGDONG HUACHANG GROUP CO.,LTD. Add: NO. 3 HongLing Road, ChangHongLing Industrial Zone, DaLi Town, Foshan City, Guangdong, China 528231, Http://www.huachang-alu.com		Proforma Invoice			
Customer: MASRUR HOLDINGS LTD. Phone No. +880 9614 500703 Address: Islam Tower (Level-5), 464/H, DIT Road, West Rampura, Rampura PS, Dhaka-1219, Bangladesh E-mail: masrurholdingsltd@gmail.com		From: GUANGDONG HUACHANG GROUP CO.,LTD. Phone: 0086-757-89959993 Fax: 0086-757-85558931 Ms: Stephanie Mobile: 0086 13825525380 PI No: HCPIST20240730004 Date: 2024-07-30			
Carrier: By Sea Country of Origin: China		Port of Loading: Any Port of China Final Destination: Chattogram, Bangladesh			
Item No.	Specification	H.S. Code	Quantity (Kgs)	Unit Price (USD/KG)	Total Amount (usd)
1	Aluminium Profile	7604.29.00	5,250.00		
TOTAL: SAY US DOLLAR FIFTEEN THOUSAND THREE HUNDRED THIRTY ONLY.			5,250.00	Grand Total	
Terms and Condition 1) Price condition: Above price is on CFR Chattogram Sea Port, Bangladesh. 2) Payment condition: L/C at sight. 3) Packing details: PE film per pc, plastic bg strength wrap per bundle. 4) Lead time: 15 days for moulds, 20 days production after confirm the samples. 5) Test Standard: GB5237-2017 6) Qty's & Amount tolerance: 5% more or less 7) Freight: included 8) Others: The weight based on actually weight. 9) PI Validity: 29th April, 2025 10) Partial Shipments: Allowed 11) Transshipment: Allowed Advise Thru Bank (inform Bank) Company Name: GUANGDONG HUACHANG GROUP CO.,LTD. Bank Name: BANK OF CHINA, FOSHAN DALI SUB-BRANCH Account No: _____ Bank Address: NO. 58 XINGLONG STREET DALI NANHAI GUANGDONG P.R. CHINA Swift Code: _____ Company Address: NO. 3 HongLing Road, ChangHongLing Industrial Zone, DaLi Town, Foshan City, Guangdong, China 528231 This is a system generated Proforma Invoice and signature is not required.					

Figure: Bank PI

5.1.8. Eighth step: if documents that we give to our bank are correct our bank transmit the LC to the supplier nominated bank.

If all the documents (LC Application, Bank PI, LCA Form, Price Reference, Marin Cover Note etc.) those we give to the bank are correct then bank transmit the LC to the supplier nominated bank (also called advising bank). After that supplier nominated bank share the acknowledge copy to the supplier. In the meantime, our bank also shares a copy of LC to us for reference.

5.1.9. Ninth step: after getting LC supplier starts production.

Once supplier get the LC copy from their nominated bank, they start production as per purchase order and approved proforma invoice.

5.1.10. Tenth step: After completing production they inform us the expected loading schedule.

After completing production, supplier book the container to ship the produced goods and inform us the expected loading schedule. We ask supplier to share some loading pictures of the goods loaded in the container. These pictures work as proof of loading and we keep these pictures as record. By doing this, we can verify if the goods we ordered are in proper condition. This is because if the goods are damaged in their country, we can claim for compensation from our suppliers. However, if the glasses break after arriving in our country, we will reorder the goods as it is our responsibility. After loading completed then supplier prepare shipping documents for customs clearance purposes.

5.1.11. Eleventh step: After creating shipping documents, supplier email us the draft document for confirmation.

After creating shipping documents, supplier email us the draft document for confirmation. We carefully check the draft documents. If any corrections needed then we share the correction to the supplier through email or WeChat. Here are the shipping documents:



CERTIFICATE

To Whom it may concern

DATE OCTOBER,09,2024

* B/L No.
* VESSEL NAME/VOYAGE
* PORT OF LOADING
* PLACE OF DELIVERY
* ON BOARD DATE
* CONTAINER NO.

HDMUSHAZ2NX12700
HMM DHAKA V 0030S
SHANGHAI
CHATTOGRAM SEA PORT,BANGLADESH
OCTOBER,09,2024
BSIU9212456

LC NO.: 297624010644
ISSUE DATE: 08.07.2024

PROFORMA INVOICE HKSG070124001 DATED 01 JULY 2024,
IRC NO.260326110252721,
IMPORTER'S(ARMAN ENGINEERING LTD.) TIN NO.:876925606797,
H.S.CODE NO.:7008.00.00, BIN NO.:003380349-0208
AND ISSUING BANK'S BIN NO.:000443918-0101

WE HEREBY CERTIFY THAT TRANSPORTATION EFFECTED BY COMPANIES
OPERATING IN ACCORDANCE WITH BANGLADESH LAWS AND REGULATIONS
REGARDING VESSEL FLAGS, SEAPORT, SHIPMENT AND TRANSHIPMENT.



HONG KONG SOUTHERN GLASS TRADING CO., LTD.

Room 3805-06 Singpa Commercial Centre, 144-151 Connaught Road West, Hong Kong

Tel: 25598089 Fax: 25598709

Detailed Packing List

IMPORTER'S NAME & ADDRESS :
ARMAN ENGINEERING LTD.
ISLAM TOWER, 4TH FLOOR, 464/H,
DIT ROAD, WEST RAMPURA,
DHAKA-1219 BANGLADESH
IRC NO.260326110252721,
TIN NO.:876925606797,
BIN NO.:003380349-0208

Commercial Invoice No.: HKOH2301001-41
Date of Commercial Invoice : 29-09-2024

LC Number & Date of issue:
297624010644 & 08.07.2024

Trade Terms: IRREVOCABLE L/C AT SIGHT

Your consignments are packed as follows:

Package No.	DESCRIPTION OF GOODS	Code No.	Height (mm)	Width (mm)	PCS	QUANTITY (SQM)	QNTY Net Weight (KG)	QNTY Gross Weight (KG)
Container No. BSIU9212456								
2407010405	SL NO. Multiple-Walled Insulating Units of Glass	A-4.03.2a	1064	1184	18	23.10	136.37	739.37
2407010406	SL NO. Multiple-Walled Insulating Units of Glass	A-4.03.2a	1064	1184	18	23.10	136.37	739.37
2407010417	SL NO. Multiple-Walled Insulating Units of Glass	A-1-(3-22)-3a	1064	1350	18	26.34	828.15	847.39
2407010458	SL NO. Multiple-Walled Insulating Units of Glass	B1.03.4a	1064	1172	18	22.87	723.84	732.44
2407010468	SL NO. Multiple-Walled Insulating Units of Glass	C-4.01.2a	1064	1160	18	22.67	717.61	726.41
2407010468	SL NO. Multiple-Walled Insulating Units of Glass	A-5.03.2a	1064	1019	18	19.89	633.58	642.38
2407010469	SL NO. Multiple-Walled Insulating Units of Glass	C1.02.2a	1064	1067	18	20.62	655.67	664.67
2407010470	SL NO. Multiple-Walled Insulating Units of Glass	C1.02.2a	1064	1067	18	20.62	655.67	664.67
2407010479	SL NO. Multiple-Walled Insulating Units of Glass	C1.02.2a	1064	1067	18	20.62	655.67	664.67
2407010476	SL NO. Multiple-Walled Insulating Units of Glass	C2.01.2a	1064	1090	18	20.21	643.52	652.32
2407010481	SL NO. Multiple-Walled Insulating Units of Glass	B1.03.4a	1064	1172	12	15.20	458.33	468.13
	SL NO. Multiple-Walled Insulating Units of Glass	C-4.6.3a	1064	1171	2	2.54	76.50	85.30
	SL NO. Multiple-Walled Insulating Units of Glass	C-5.3.2a	1064	1283	2	2.78	83.73	92.53
	SL NO. Multiple-Walled Insulating Units of Glass	C-5.7.2a	1064	1289	2	2.79	84.00	92.83
2407010488	SL NO. Multiple-Walled Insulating Units of Glass	C3.01.2a	1064	1090	6	6.74	203.01	211.81
	SL NO. Multiple-Walled Insulating Units of Glass	C2.6.3a	1064	1039	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.6.1a	1064	1039	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.6.1a	1064	1037	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.7.1a	1064	1036	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.8.1a	1064	1030	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.8.3a	1064	1039	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C2.6.3a	1064	1035	2	2.24	67.43	76.27
2407010490	SL NO. Multiple-Walled Insulating Units of Glass	C2.6.3a	1064	1036	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.10.1a	1064	1096	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.12.1a	1064	1096	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.2.3a	1064	1036	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.4.1a	1064	1036	2	2.25	67.77	76.57
	SL NO. Multiple-Walled Insulating Units of Glass	C3.6.3a	1064	1035	2	2.24	67.47	76.27
2407010524	SL NO. Multiple-Walled Insulating Units of Glass	C3.4.1a	1064	1035	2	2.24	67.47	76.27
	SL NO. Multiple-Walled Insulating Units of Glass	B0-(3-22)-1b	1064	1173	18	22.89	685.45	695.25



HONG KONG SOUTHERN GLASS TRADING CO., LTD.
ROOM-3805-B, SINGGA COMMERCIAL CENTRE, 144-151 CONNAUGHT ROAD WEST, HONG KONG
TEL: (852) 2559 8089, FAX: (852) 2559 8709

SHIPMENT ADVICE

TO: RUPALI INSURANCE COMPANY LIMITED,
42-V.I.P. ROAD BRANCH, RUPALI SIMA BHABAN, (10TH FLR),
7 RAJUK AVENUE, MOTIHEEL, DHAKA-1000 BANGLADESH,
PHONE NO. 85558251-8, 8557238, 8553861
FAX: 880-02-8555829,
EMAIL: INFO@RUPALIINSURANCE.COM
INSURANCE COVER NOTE NO. RICL-VR-MCCN-020070-070724 DATED 07 JULY 2024

IMPORTER: ARMAN ENGINEERING LTD.
ISLAM TOWER, 4TH FLOOR, 464/H,
DIT ROAD, WEST RAMPURA, DHAKA-1219, BANGLADESH
TIN NO.: 878925506797,
BIN NO.: 003380349-0208,
IRC NO. 260326110252721

DATE: 29-09-2024

LC NO.: 297624010644
DATE OF ISSUE: 08.07.2024

DESCRIPTION OF GOODS:
SL NO. 1, MULTIPLE-WALLED INSULATING UNITS OF GLASS
QNTY: 19598.00 KG
H. S. CODE NO.: 7008.00.00

CFR, CHATTOGRAM SEAPORT, BANGLADESH, (INCOTERMS 2020).

DESCRIPTION, QUANTITY, QUALITY, UNIT PRICE, PACKING, MARKING AND
OTHER SPECIFICATION OF GOODS ARE AS PER PROFORMA INVOICE NO.
HKS0070124001 DATED 01 JULY 2024 OF THE BENEFICIARY.

ISSUING BANK'S BIN NO.: 000443918-0101

VESSEL NAME: HMM DHAKA V 00305
DATE OF SHIPMENT: OCT. 09, 2024
EXPECTED TIME OF ARRIVAL: OCT. 19, 2024
PORT OF LOADING: SHANGHAI
PORT OF DISCHARGE: CHATTOGRAM SEA PORT, BANGLADESH
TOTAL QTY (PCS): 572 PCS
TOTAL PACKAGE: 39 PACKAGES
TOTAL NET WEIGHT: 19,598.00 KG
TOTAL GROSS WEIGHT: 21,130.000 KGS
BILL AMOUNT: USD 19,010.08



HONG KONG SOUTHERN GLASS TRADING CO., LTD.
ROOM-3805-B, SINGGA COMMERCIAL CENTRE, 144-151 CONNAUGHT ROAD WEST, HONG KONG
TEL: (852) 2559 8089, FAX: (852) 2559 8709

BENEFICIARY'S CERTIFICATE

IMPORTER:
ARMAN ENGINEERING LTD.
ISLAM TOWER, 4TH FLOOR, 464/H,
DIT ROAD, WEST RAMPURA, DHAKA-1219, BANGLADESH
TIN NO.: 878925506797,
BIN NO.: 003380349-0208,
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CFR, CHATTOGRAM SEAPORT, BANGLADESH, (INCOTERMS 2020).

DESCRIPTION, QUANTITY, QUALITY, UNIT PRICE, PACKING, MARKING AND
OTHER SPECIFICATION OF GOODS ARE AS PER PROFORMA INVOICE NO.
HKS0070124001 DATED 01 JULY 2024 OF THE BENEFICIARY.

ISSUING BANK'S BIN NO.: 000443918-0101

WE HEREBY CERTIFY THAT IMPORTER'S NAME, ADDRESS, TAX IDENTIFICATION NUMBER AND BIN HAS BEEN
PRINTED IN INDELIBLE INK ON MINIMUM 2 PCT OF OUTER PACKAGE.



ORIGINAL

PAGE 1 OF 23

1. Exporter WUTIANQ CSG HUAKONG ARCHITECTURAL GLASS CO., LTD. NO. 889, PANGJIN ROAD, ECONOMIC DEVELOPMENT ZONE, WUTIANQ, JIANGSU, P. R. CHINA VIA 18000 KONG SOUTHERN GLASS TRADING CO., LTD.		Certificate No.: C24793434360920 		
2. Consignee ARMAN ENGINEERING LTD. ISLAM TOWER 4TH FLOOR, 463/7H, DIT ROAD WEST KAMPURA, DHAKA-1219, BANGLADESH		CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA		
3. Means of transport and route FROM SHANGHAI, CHINA TO CHATTGRAM SEAPORT, BANGLADESH BY SEA		5. For certifying authority use only ISSUED RETROSPECTIVELY		
4. Country / region of destination BANGLADESH		Verification code: gzhn.customs.gov.cn		
6. Marks and numbers	7. Number and kind of packages; description of goods THIRTY NINE (39) CASES OF 2L NO. 1 MULTIPLE-WALLED INSULATING UNITS OF GLASS *** ** C/O CHATTGRAM SEAPORT, BANGLADESH, INCOTERMS: 2020 DESCRIPTION, QUANTITY, QUALITY, UNIT PRICE, PACKING, MARKING AND OTHER CERTIFICATION OF GOODS ARE AS PER PROFORMA INVOICE NO. HRS6070124001 DATED 01 JULY 2024 OF THE BENEFICIARY. I.C. NO.: 297624010644 DATE OF ISSUE: 08.07.2024 IMPORTER: ARMAN ENGINEERING LTD. ISLAM TOWER 4TH FLOOR 463/7H DIT ROAD, WEST KAMPURA, DHAKA-1219, BANGLADESH TIN NO.: 876025606797 RTN NO.: 003580434-0208	8. H.S. Code 70.08	9. Quantity 21130KGS G.W. 17959KGS N.W.	10. Number and date of invoice FORM2361001-41 SEP. 26, 2024
11. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China.		12. Certification It is hereby certified that the declaration by the exporter is correct.		
 Nanjing, China, OCT. 11, 2024 Place and date, signature and stamp of authorized signatory		 Nanjing, China, OCT. 11, 2024 Place and date, signature and stamp of certifying authority		

242526004863803

发件人: 杨霞 <ines@csgholding.com>

2024-10-12 16:27

收件人: ananda <ananda@armahengineering.com>

普通附件 (1个, 点击下载)

CI-H00H2301001-41-shipping docs-1009.pdf (2.01MB)

[直接下载](#)
[下载](#)
[将附件另存为](#)

Dear Sir,

Please check the attached shipping docs for you.

LCNO:297624010644

ISSUE DATE:08.07.2024

INSURANCE COVER NOTE NO.RICL-VR-MCCN-020070-070724 DATED07 JULY 2024

ETD: 2024-10-09

ETA: 2024-10-19

The detention(DET) are total 14 days approved by the carrier.

Best Regards,

Ines Yang

Hong Kong Southern Glass Trading Co., Ltd.

HQ: CSG Building, No.1 the 5th Industrial Road, Shekou, Shenzhen, P.R.C.

5.1.12. Twelfth step: After correcting the draft documents, supplier send us revised documents for further checking.

After correcting the draft documents, supplier send revised documents for further checking. After checking the draft documents when we found everything is okay, we confirm the draft documents through email for further process.

5.1.13. Thirteenth step: after confirming the shipping documents the supplier bank will send the original shipping documents to our bank.

After confirming the shipping document, supplier stamped and signed the final documents and submit the original shipping documents to their bank and their (supplier) bank check the original shipping documents. If the documents seem correct to the supplier bank, then the supplier bank will send the original documents to our bank. When container of glasses will release from supplier's port supplier's custom agent checks the glasses if everything okay their agent releases the container.

5.1.14. Fourteenth step: our bank handover the original documents to our authorized representative.

After the arriving of the shipping document in our bank and consignment arrive at the port, we take initiative such as formal application, fund arrangement to release the documents from the bank. If original documents are okay then bank handover the original documents to our authorized representative. If bank found errors in the original documents, bank will charge discrepancy which they deduct from the payment to supplier.

5.1.15. Fifteenth step: paying LC amount, we will release the shipping document from our bank.

We will pay the LC (letter of credit) amount in the LC document as much as the amount of glasses we have brought and will release the shipping document from our bank.

5.1.16. Sixteenth step: After releasing shipping document we hand over the document to our CNF.

After releasing shipping document from our bank, we hand over the document to our CNF (custom clearance agent).

5.1.17. Seventeenth step: CNF agent submit the document to the Bangladesh custom office.

After getting the shipping document our CNF agent submit the document to the Bangladesh custom office.

5.1.18. Eighteenth step: after custom's examine and assessment done, we pay customs duty through RTGS forms.

Custom examine and assess the consignment on the basis of shipping documents. After examine and assessment done, we pay customs duty through RTGS forms.

SHAHJALAL ISLAMI BANK LTD															
RTGS Application Form (Customs Duty Payment (CDP))															
Originating Branch Name	Shahjalal Islami Bank PLC., Tower Branch										Date				
Sender/Applicant Information															
Account holder's Name	ARMAN ENGINEERING														
Account Number															
Mode of Currency	☐ BDT ☐ USD ☐ EUR ☐ GBP ☐ CAD ☐ JPY														
Amount (In Figure)	BDT														
Amount (In Words)															
Purpose of Fund Transfer	Customs Duty Payment														
Sender Address & Contact no	Islam Tower, 4th Floor, 464/H, DIT Road, West Rampura, Dhaka-1219, Bangladesh.														
	0	1	8	4	4	0	7	8	9	6	1				
Receiver/Beneficiary Information															
Receiver Account Title	Custom Duty ASYCUDA Collection														
Receiver Account Number	1	6	1	9	6	0	2	0	0	0	6	9	6		
Receiving Bank & Branch Name	Sonali Bank Ltd. WAPDA Corp. Branch														
Customs House Name	Custom House, Chattogram														
Custom Office Code	301				Bill of Entry Year/ Registration year				2	0	2	5			
Bill of Entry No./ Reg. Number	C	2	0	9	0	6	8	2							
Declarant /Agent Code/ AIN	3	0	1	1	1	3	5	6	1						
Importer's Mobile Number	0	1	8	4	4	0	7	8	9	6	1				
Payment Details															
I/We hereby agree that this Transfer is made to the conditions printed on the reverse herein. In payment, please Debit my/our Account Number below:															
Sender Account Number	4	0	5	7	1	1	1	0	0	0	0	0	5	5	
Signature of the Applicant Signature of the Applicant Signature of the Applicant															

Figure: RTGS form

5.1.19. Nineteenth step: customs release our consignment and C&F deliver the consignment to us.

After paying the custom duty through RTGS form, Bangladesh customs release our consignment and hand over the glasses to our C&F agent. Then this is the responsibility of C&F to deliver the consignment to the required place. C& F agent always charge commission for clearing the consignment and send bill to our office.

5.1.20. Twentieth step: after getting the goods we make a book keeping record of our import through excel file to make work easier.

After getting the goods we make a book keeping record of our import through excel file. Under this book keeping record, we can easily determine how much goods we have received and how much goods we have not received from each project. This book keeping includes details of the goods, starting from its description to the height, weight, length.

CSG HK Pending List																		
Project	Reference	Details	Height	Width	Qty (m)	Qty (sqm)	Order date	Order date Rev-1	Order date Rev-2	Pl #	Confirm Date Rev-1	Confirm Date Rev-2	Confirm Date Rev-3	Factory	Product ready date	Expected delivery date	Remarks	Invoice
Ivestu Skyline	A4-03-2a	6C (CB11-780)W2 FT + 12 A +	1084	1134	16	46.20	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	A2-03-22a	6C (CB11-780)W2 FT + 12 A +	1084	1135	16	39.34	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	B1-03-4a	6C (LB45N)W2 FT + 12A + 6C FT	1084	1172	80	58.11	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	A3-00-2a	6C (LB45N)W2 FT + 12A + 6C FT	1084	1019	18	19.88	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C1-02-1a	6C (LB45N)W2 FT + 12A + 6C FT	1084	1057	34	81.87	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-2	HKKH2301001-41
Ivestu Skyline	C2-01-2a	6C (LB45N)W2 FT + 12A + 6C FT	1084	1096	24	26.95	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C4-01-2a	6C (LB45N)W2 FT + 12A + 6C FT	1084	1162	18	22.67	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C1-05-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1046	2	2.27	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C1-07-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1045	1	1.13	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C1-07-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1043	1	1.13	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C1-11-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1045	2	2.27	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C2-1-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1043	2	2.26	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C2-3-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1044	2	2.26	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C2-4-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1040	2	2.25	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C2-5-1a	6C (LB45N)W2 FT + 12A + 6C FT	1084	1040	1	1.13	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C2-8-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1039	2	2.24	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C2-7-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1043	2	2.26	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C2-8-1a	6C (LB45N)W2 FT + 12A + 6C FT	1084	1040	1	1.13	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C2-8-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1039	2	2.25	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C2-9-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1039	2	2.25	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C2-10-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1042	2	2.26	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C2-12-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1043	2	2.26	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C3-1-1ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1039	2	2.25	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C3-2-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1038	2	2.25	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C3-3-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1039	1	1.13	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C3-3-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1039	1	1.13	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C3-4-1ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1038	2	2.25	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41
Ivestu Skyline	C3-4-3ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1040	2	2.25	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	
Ivestu Skyline	C3-5-1ab	6C (LB45N)W2 FT + 12A + 6C FT	1084	1039	2	2.25	14-Jun-24			HKKH2308014-M1	25-Jun-24			Wujiang			Lot-1	HKKH2301001-41

Figure: Detailed record of glasses

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	IMPORT STATUS 2024												
3	Project	File#	Invoice#	Date	LC Issue	LC Shipment	LC Expiry	Applicant	LC Issuing Bank	Freight	Invoice Total	Invoice Total (BDT)	Qty (SQM/Kg)
4	Concord Eminence	CSG-07/23	HKKH2301001-22	11-Dec-2023	9-Nov-2023	14-Apr-2024	5-May-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	12388.00 Kgs	
5	Concord MB Tower	CSG-07/23	HKKH2301001-23	12-Dec-2023	9-Nov-2023	14-Apr-2024	5-May-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	11309.00 Kgs	
6	SSG Tower, Concord Eminence, Lanka Bangla	CSG-07/23	HKKH2301001-24	15-Dec-2023	9-Nov-2023	14-Apr-2024	5-May-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	66597.00 Kgs	
7	RRS	RRS-01/23	GS0925001034	4-Dec-2023	21-Sep-2023	24-Dec-2023	23-Jan-2024	RRS Cable	City Bank	\$ - \$ -	23075.00 Kgs & 13.19 Sqm		
8	6mm ST750, 6mm ST150, 6mm Clear (BGB Shimanto)	Jienny-05/23	GL8602033071-72	10-Dec-2023	5-Dec-2023	12-Feb-2024	4-Mar-2024	AEL	PBL	\$ - \$ -		3054.19 Sqm	
9	RockWool	Dongguan-04/23	HWA20231219003	19-Dec-2023	12-Dec-2023	17-Feb-2024	9-Mar-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	11750.00 Kgs	
10	WTC	Jienny-02/23	GS0925001035.37	12-Dec-2023	18-Apr-2023	18-Dec-2023	5-Jan-2024	AEL	SI/BL	\$ - \$ -		16805.00 Kgs	
11	SS811, SS621	Baiyun-02/23	HBYBD20231227	27-Dec-2023	10-Dec-2023	9-Feb-2024	27-Feb-2024	AEL	PBL	\$ - \$ -		18624.00 Kgs	
12	TIC, GSR, Attalika, Concord MB Tower, WTC, SSG, Green View, Sunnydale, MD Sir, Store	Dongguan-04/23	HWA20231219004	19-Dec-2023	12-Dec-2023	17-Feb-2024	9-Mar-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	17145.40 Kgs	
13	RRS	RRS-01/23	GS0925001043-47-48	18-Dec-2023	21-Sep-2023	24-Dec-2023	23-Jan-2024	RRS Cable	City Bank	\$ - \$ -	25367.60 Kgs & 281.61 Sqm		
14	SG-20 S, WS 305 AP	Sika-04/23	G341-240104001	11-Jan-2024	10-Dec-2023	10-Feb-2024	2-Mar-2024	AEL	PBL	\$ - \$ -		17320.00 Kgs	
15	Aeroness, Swissotel (Mockup)	Aero-2023-03	HKKH2301001-27	12-Jan-2024	23-May-2023	25-Jan-2024	15-Feb-2024	Aeroness	DBBL	\$ - \$ -		53539.00 Kgs	
16	TIC	CSG-06/23	HKKH2301001-25	12-Jan-2024	17-Oct-2023	24-Mar-2024	14-Apr-2024	AEL	DBL	\$ - \$ -		91799.00 Kgs	
17	Aeroness, Kalzer, MD Sir, Store	Dongguan-04/23	HWA20240112005	12-Jan-2024	12-Dec-2023	17-Feb-2024	9-Mar-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	2776.36 Kgs	
18	SSG Tower, Concord Eminence	CSG-09/23	HKKH2301001-26	12-Jan-2024	27-Nov-2023	2-Feb-2024	23-Feb-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	36920.00 Kgs	
19	TIC, SSG, WTC, Swissotel (Mockup), Store	Huachang-08/23	S2024001	19-Jan-2024	26-Sep-2023	1-Mar-2024	22-Mar-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	24850.00 Kgs	
20	TIC, Concord Eminence, SSG Tower	CSG-06/23	HKKH2301001-28	26-Jan-2024	17-Oct-2023	24-Mar-2024	14-Apr-2024	AEL	DBL	\$ - \$ -		41082.00 Kgs	
21	Mahbub Plus, TIC	Weiyi-01/24	WY2401294	30-Jan-2024	22-Jan-2024	31-Mar-2024	21-Apr-2024	AEL	PBL	\$ - \$ -		27757.00 Kgs	
22	Suvastu Skyline, TIC, SSG	Huachang-01/24	S2024002	25-Jan-2024	10-Jan-2024	16-Mar-2024	6-Apr-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	28665.00 Kgs	
23	Sliding Accessories	Dongguan-04/23	HWA20240204003	4-Feb-2024	12-Dec-2023	17-Feb-2024	9-Mar-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	972.00 Kgs	
24	TIC, Concord Eminence, SSG Tower, Address Safer	CSG-06/23	HKKH2301001-29	31-Jan-2024	17-Oct-2023	24-Mar-2024	14-Apr-2024	AEL	DBL	\$ - \$ -		16796.00 Kgs	
25	Remark (6mm Clear 3660 X 2440)	Glory-01/24	GG-20240129-80	28-Feb-2024	20-Feb-2024	10-May-2024	18-May-2024	AEL	PBL	\$ - \$ -		3214.944 Sqm	
26	GSR, Attalika, Light House	CSG-07/23	HKKH2301001-30	4-Feb-2024	9-Nov-2023	14-Apr-2024	5-May-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	12740.00 Kgs	
27	Suvastu Skyline, SSG	Huachang-02/24	S2024003	1-Mar-2024	20-Feb-2024	27-Apr-2024	18-May-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	28581.00 Kgs	
28	Suvastu	Huachang-01/24	S2024004	8-Mar-2024	10-Jan-2024	16-Mar-2024	6-Apr-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	22701.00 Kgs	
29	TIC, SSG Tower	CSG-08/23	HKKH2301001-31	15-Mar-2024	20-Nov-2023	26-Jul-2024	16-Aug-2024	AEL	EXIM	\$ - \$ -	BDT 0.00	84280.00 Kgs	
30	TIC	CSG-08/23	HKKH2301001-32	22-Mar-2024	20-Nov-2023	26-Jul-2024	16-Aug-2024	AEL	EXIM	\$ - \$ -	BDT 0.00	23858.00 Kgs	
31	6mm ST136 (Remark), 6mm ST167 (BGB Shimanto), 6mm ST736 (WTC), 6mm Sapphire blue (WTC)	Jienny-01/24	GL8602033624, 27	24-Feb-2024	19-Feb-2024	31-Jul-2024	15-Aug-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	3054.20 Sqm	
32	Itrefaq	SGIPL-01/24	GS0925001156, 58	29-Feb-2024	22-Feb-2024	29-Apr-2024	20-May-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	616.87 Sqm	
33	WTC	SGIPL-01/24	GS0925001167	12-Mar-2024	22-Feb-2024	29-Apr-2024	20-May-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	559.10 Sqm	
34	Suvastu Skyline, TIC, Mahbub Plus, Store, Punch	Dongguan-01/24	HWA20240401002	1-Apr-2024	24-Mar-2024	26-May-2024	16-Jun-2024	AEL	SI/BL	\$ - \$ -	BDT 0.00	00 Kgs & 1 pcs	

Figure: Import status

CHAPTER-6: FINDINGS & RECOMMENDATION



CHAPTER SIX

6.1. Findings of Arman Engineering LTD.

6.1.1. General findings

Structured Process: Arman Engineering Ltd.'s procurement process is well-organized and sequential. It begins with recognizing what is required and finishes with maintaining accurate records. This allows various departments to work together more smoothly. An organized approach ensures that there are fewer errors. It also helps you save time and money. When everyone follows the same procedures, work becomes easier and more efficient.

Detailed documentation: The organization maintains vital paperwork for each stage of the purchase process. These include order forms, proforma invoices, and purchase orders. Proper documentation helps to prevent confusion and misconceptions. It also proves what was agreed upon with suppliers. Keeping records is essential for reviewing previous transactions. Well-maintained records facilitate communication between employees and suppliers.

Supplier Evaluation: The organization carefully selects suppliers based on their previous performance and dependability. They determine if suppliers can supply high-quality items at a fair price. Evaluating providers helps you receive the finest supplies and services. It also minimizes the likelihood of interacting with untrustworthy merchants. A solid working connection with reputable suppliers assures prompt delivery. This method contributes to the maintenance of high-quality procurement standards.

Dependence on a Single source and Price Quotations: One significant issue uncovered was the habit of procuring raw materials only from a single source, even when their price bids were exorbitant. When a user submits a PR to a lone vendor, the procurer is required to purchase raw materials from that sole provider despite the high price quotation and hunt for other sources. While strategic partnerships are important, this approach may result in cost inefficiencies.

Regulation Compliance: Throughout the procurement process, the organization adheres to all applicable legal requirements. This is very critical for customs clearance. Proper compliance helps to prevent legal issues and fines. It also guarantees that items are delivered smoothly and without delay. By adhering to rules, the corporation preserves its good reputation. Compliance with rules makes international trading easier and safer.

Financial Security: The corporation protects payments using financial papers such as Letters of Credit. These papers guarantee that suppliers are only paid if they meet their obligations. This decreases the likelihood of fraud and payment delays. Insurance coverage is sometimes utilized to protect commodities in transit. This assures that if items are lost or destroyed, the firm will not incur losses. Financial security helps both the corporation and its suppliers establish confidence.

Risk Management: Before goods are approved, they are inspected to ensure they fulfill quality requirements. This helps to avoid defective or damaged items. If there are any concerns, these may be addressed before money is made. Proper risk management decreases losses while ensuring smooth operations. It also helps to have excellent supplier ties. Identifying and addressing issues early on helps to avert larger problems later on.

Efficient Payment System: The corporation makes payments only after ensuring that all terms have been satisfied. This prevents the firm from having to pay for partial or defective delivery. Payments are tied to contracts to maintain fairness for both sides. A robust payment mechanism fosters confidence among providers. It also aids in keeping a consistent supply chain. Efficient payments help procurement procedures work efficiently.

Record Maintenance: The firm retains accurate records of all transactions for future reference. This helps with order tracking and dispute resolution. Good record-keeping also facilitates audits. It guarantees that staff may refer to previous papers as needed. Proper records assist to improve purchase decisions over time. Maintaining records promotes openness and accountability.

6.1.2. Specific findings

Decentralized Warehouse System: Instead of storing items in a single location, the corporation stores them across many warehouses. This facilitates the rapid delivery of supplies to various locations. However, controlling inventories at various sites can be difficult. It might be tough to track stock levels. Additional transportation charges may also be incurred. Effective warehouse management requires a well-organized system.

Lack of ERP Software: The organization does not employ ERP software; therefore, procurement processes are manual and time-consuming. Employees must document and track everything by hand. This raises the risk of mistakes and delays. Without ERP, it is more difficult to transfer information across departments. A digitized method would improve procurement speed and accuracy. Using software may minimize paperwork and increase efficiency.

Employee workload: Employees must work six days a week, which can be exhausting. Long working hours may diminish productivity and motivation. Employees may feel anxious or overworked. This might lead to errors and delays in procurement processes. A balanced work schedule can improve employee performance. Reducing the workload can boost efficiency and job satisfaction.

6.2. Recommendations of Arman Engineering Ltd.

6.2.1. General recommendation

Improving Digitalization: The organization should begin adopting ERP software to simplify procurement. Digital records will eliminate errors and increase efficiency. It will also improve departmental communication. Automated systems can track inventories more precisely. ERP software may save time by minimizing human labor. Digitalization will improve procurement organization and reliability.

Supplier Relationship Management: Establishing long-term connections with suppliers can help you negotiate better rates and services. Trust between the firm and its suppliers enables prompt delivery. Strong supplier ties lessen the likelihood of delays. The corporation can also negotiate better terms. Regular communication aids in the speedy resolution of challenges. Good supplier connections increase procurement stability and efficiency.

Regular Training: Employees should be trained on best procurement methods. Training will assist them comprehend the most recent industry trends. It will also enhance their negotiation and risk-management abilities. Employees who have received proper training are less likely to make errors. Training sessions keep staff informed about new legislation. Continuous learning can assist enhance overall procurement performance.

Risk Assessment: The organization should identify potential hazards during the purchase process. Risk assessment can assist to minimize delays and financial losses. The organization should have backup procedures in place in the event of a supplier breakdown. Careful risk management enhances decision-making. It also helps to keep procurement procedures running smoothly. Addressing dangers early reduces larger difficulties later.

Performance Review: The organization should conduct frequent reviews of its suppliers' performance. This will guarantee that they offer high-quality goods and services. Reviewing supplier performance aids in the removal of unreliable providers. It also enables improvements in the supply chain. The organization should employ key performance indicators (KPIs) to assess supplier efficiency. Regular evaluations assist in making better purchase selections.

Sustainability Considerations: The organization should prioritize eco-friendly purchases. Choosing vendors who follow sustainable practices benefits the environment. Sustainable procurement can also save money in the long term. It enhances the company's image and repute. Reducing trash and utilizing recyclable materials are both smart ideas. Environmentally responsible procurement benefits both the business and the environment.

6.2.2. Specific recommendation

Centralized Warehouse System: The corporation should enhance the way it operates warehouses. A unified inventory system can help you track stock levels more precisely. Better warehouse management shortens supply chain delays. It also helps to save needless transportation expenditures. Using technology may simplify warehouse operations. Well-organized warehouses increase total procurement efficiency.

Introduction of the Hybrid Work Model: Using a hybrid work framework can significantly increase employee well-being and minimize operational expenses. Allowing employees to work remotely for a portion of their workweek promotes both mental relaxation and work-life balance. Furthermore, fewer personnel in the office might lead to cheaper utility bills. To promote productivity and accountability, clear communication channels and performance metrics must be developed.

Implementing a Supplier Diversification Strategy: Arman Engineering Ltd. can maintain competitive pricing by negotiating better terms with single suppliers or expanding their supplier base. Square Textiles should develop a supplier diversification strategy to increase procurement flexibility and risk reduction. This includes identifying alternate sources for critical goods, even if they are not the exclusive source. This method ensures continuity in the face of unexpected disruptions and offers you negotiation strength for reduced costs.

Creating an emergency contingency plan: Even for urgent needs, creating a contingency plan that integrates many sources may help decrease the risk of higher cost. Furthermore, cultivating connections with local suppliers at a steady price regardless of urgency may result in greater procurement cost consistency.

Workforce Management: Reducing the six-day workweek can boost staff productivity. A balanced schedule encourages employees to stay engaged and perform better. Employees that are well-rested make fewer blunders when doing procurement chores. To help manage workload, the organization might consider rotating shifts. Employee satisfaction rises when working hours are acceptable. A healthy work environment promotes efficiency and job performance.

CHAPTER-7: CONCLUSION



CHAPTER SEVEN

7.1. Conclusion

The procurement process at Arman Engineering Ltd. is a well-structured and methodically executed sequence of processes that assure the smooth acquisition of products and services required for the company's operations. The company maintains efficiency and cost-effectiveness by using a methodical approach that involves analyzing needs, defining requirements, selecting suppliers, negotiating terms, and assuring regulatory compliance. The detailed documentation process is critical in ensuring openness, accountability, and conformity to both internal and external requirements. This dedication to a disciplined procurement process improves the company's capacity to satisfy project expectations while reducing risks and inefficiencies. One of the most important parts of Arman Engineering Ltd.'s procurement strategy is its focus on supplier assessment and quality assurance. The business looks beyond financial concerns to guarantee that all materials, notably glass and aluminum profiles, meet the highest quality requirements. The thorough examination of items at all stages, from order placing to final delivery, lowers possible losses and improves project efficiency. By maintaining excellent supplier connections and taking a proactive approach to procurement management, the organization guarantees that each project is completed precisely and reliably. Furthermore, the organization's rigorous handling of financial transactions, such as Proforma Invoices (PI) and Letters of Credit (LC), demonstrates its commitment to financial stability and compliance. The integration of banking regulations, customs clearance processes, and logistics management guarantees that commodities move smoothly from overseas sources to their final destination. The capacity to combine different project needs into a single PI demonstrates the company's versatility and proactive financial, which reduces logistical bottlenecks and improves operational efficiency. Finally, Arman Engineering Ltd.'s procurement procedure demonstrates the company's dedication to excellence, efficiency, and precision in project execution. The organization effectively navigates the challenges of engineering procurement by implementing a well-defined process, strong supplier interaction, financial scrutiny, and tight quality control procedures. This systematic strategy not only increases production but also reinforces the company's reputation as a dependable and competent institution in the market. By constantly improving its procurement processes, Arman technical Ltd. positions itself for long-term development and success in providing high-quality technical solutions.

CHAPTER-8: REFERENCES



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Appendix

Experience certificate of Arman Engineering Ltd.



Ref: AEL/Adm/2025/013001
Date: 30 January 2025

To Whom It May Concern

This is to certify that Ms. Mehnoor Zia, D/O Mr. Zia Mussadeque & Mrs. Farhana Naznin, having Student ID: 111183101, BBA (Major: Supply Chain Management), at United International University (UIU) has completed her Internship from Arman Engineering Ltd., Islam Tower, 4th Floor, 464/H, DIT Road, Rampura, Dhaka-1219. She served here from November 02, 2024 to January 30, 2025 for a period of three months. During her tenor, she worked under the supervision of the Department of Procurement and effectively learned and accomplished following tasks

1. Receiving order from concerned team
2. Receiving quotation form suppliers and compare price and other necessary details and convey to superior.
3. Confirming orders to Suppliers after checking all requirements
4. Prepare LC application related documents for the submission to bank
5. Follow-up with suppliers for shipment and import related documents
6. Follow-up with clearing agent for the clearance
7. Email, tele-communication with all stakeholder along with other departments.

Ms. Mehnoor Zia demonstrated excellent commitment, professionalism, and a strong willingness to learn. She is keen enough to learn new steps and was involved with her duties and responsibilities. She is punctual and careful towards her tasks and finished those within deadlines, showing attention to detail and a good grasp of the work environment.

I commend for her efforts and wish her all the best in future endeavors.

For any further information, please feel free to contact us.

Sincerely,


Amir Mahmud
Executive Director
Arman Engineering Ltd.



Islam Tower, 4th floor, 464/H, DIT Road, Rampura,
Dhaka-1219, Bangladesh, Tel: +88-02-55128827-28
IP Number: +88-09614500703, E-mail: info@armanengineering.com
Web : www.armanengineering.com

